

Workforce Assurance Committee Key Issues Report

Report Date: 18-05-20		Report of: Workforce Assurance Committee
Date of last meeting: 20-04-20		Membership Numbers: 9 Quoracy met = Yes
1	Agenda	<p>The Committee was conducted virtually and considered an agenda which included the following:</p> <ul style="list-style-type: none"> • COVID 19 • Overseas Nurses and OSCE, • Monthly Staffing Paper • Bi-Annual Safer Staffing Paper • Staff Survey and Engagement Champions • FTSU Update • Sub Committee Updates • BAF
2a	Alert	<p>The Committee wish to alert members of the Board that:</p> <ol style="list-style-type: none"> 1. COVID 19 continues to be a challenge and BAME staff are a high risk group and risk assessments are being carried out. 2. There remains a shortage of nursing staff even when those in lockdown arrive in the UK. 3. BAF – The BAF was reviewed and further updates will be made for the June Committee.
2b	Assurance	<p>The Committee wish to assure members of the Board that:</p> <ol style="list-style-type: none"> 1. COVID 19 – All actions continue to ensure appropriate staffing levels in all areas. Workforce matters are fed into the daily Gold meeting. Risk assessments are being carried out on BAME staff. 2. Constant communication to staff is ongoing and Frequently Asked Questions are constantly refreshed. 3. Workforce Plans are focusing on restoring services over the next 12 months are underway. 4. The overseas nurses that remain in India in lockdown are being regularly communicated with and work ongoing to support them to be OSCE ready for when they arrive in the UK. 5. The Bi Annual Safer Staffing Paper was received and forms part of the CQC plan to provide assurance. 6. The FTSU update including assuring the Committee that agency staff have been communicated with on how to raise concerns. In additional wellbeing rooms are being well received and utilized.
2c	Advise	<p>The Committee wish to advise members of the Board that:</p> <ul style="list-style-type: none"> — The work has been postponed in March on the Staff Survey due to Covid 19 and restoration work is now underway on the fundamentals which will impact on engagement. A full report will come to June Committee. — LNC agreed the additional pay rates for Covid. The catering offer out of hours was a focus and a solution is being discussed.

		— The Recruitment and Retention sub-committee focused on Exit Questionnaires and will be looking at disbanding the Task and Finish Group to be included as a Workforce Committee action.		
2d	Review of Risks			
<p>a) The Committee reviewed the Board Assurance Framework for Assurance on the following risks:</p> <ul style="list-style-type: none"> • BAF 423 - IF we do not have positive staff engagement THEN we cannot support a culture of safety and continuous improvement. <i>Level of assurance provided: Low</i> • BAF 859 - IF we do not have a recruitment strategy and retention strategy along with demand-based rostering for key clinical staff THEN we cannot ensure the sustainability of services. <i>Level of assurance provided: Low</i> • Click for BAF risk option <i>Level of assurance provided: Low</i> <p>b) In considering these risks, the Committee can confirm:</p> <p style="text-align: right;"><i>Check box to confirm</i></p> <p>1 The BAF risks are up-to-date <input type="checkbox"/></p> <p>2 The direction of travel stated is current and correct <input type="checkbox"/></p> <p>3 The current risk rating is correct <input checked="" type="checkbox"/></p> <p>4 There is no additional/updated content (controls/assurances) or new risk(s) that needs to be added? <input type="checkbox"/></p>				
If there are changes to content or new risks identified the Committee recommends to the Board				
Click for BAF risk option				
Recommendation:				
3	Actions to be considered by the Board	— Report to be noted		
4	Report compiled by	<i>Tony Allen Chair of Committee</i>	Minutes available from	<i>Alison Kerr-Gold Committee Support</i>