

Meeting Title	Board of Directors		
Date	10. 1.19	Agenda item	Bo.1.19.44

Workforce Committee Annual Report 2017/18

Presented by	Selina Ullah, Non-Executive Director, Workforce Committee Chair		
Author	Jacqui Maurice, Head of Corporate Governance		
Lead Director	Pat Campbell, Director of HR		
Purpose of the paper	To present the annual report to the Workforce Committee		
Key control	The Workforce Committee assures the strategic objective to - To be in the top 20% of employers in the NHS		
Action required	To note		
Previously discussed at/ informed by	Workforce Committee 28 November 2018		
Previously approved at:	Committee/Group	Date	
	Workforce Committee	28 November 2018	
Background			
<p>The Workforce Committee was established in July 2017. The inaugural meeting of the Committee took place in November 2017.</p> <p>The purpose of the Committee is to provide detailed scrutiny of the Foundation Trust’s workforce arrangements in order to provide assurance and, if necessary, raise concerns or make recommendations to the Board of Directors.</p> <p>This annual report summarises the activities of the Workforce Committee for the period November 2017 to November 2018 setting out how it has met its Terms of Reference and key priorities.</p>			
Recommendation			
<p>The Board of Directors is requested to note the work of the Workforce Committee during the reporting period.</p>			

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Workforce Committee Annual Report 2017/18 to the Board of Directors

1. Introduction

Good practice states that the Board of Directors (the Board) should review the performance of its Committees annually to determine if they have been effective, and whether further development work is required.

This annual report summarises the activities of the Workforce Committee for the financial year 2017/18 setting out how it has met its Terms of Reference and key priorities.

For the purposes of this report, the period reported on ranges from November 2017 to November 2018.

2. Responsibilities

The Workforce Committee was established in July 2017. The inaugural meeting of the Committee took place in November 2017.

The purpose of the Committee is to provide detailed scrutiny of the Foundation Trust's workforce arrangements in order to provide assurance and, if necessary, raise concerns or make recommendations to the Board of Directors.

The Committee is responsible for:

2.1 Receiving and reviewing;

- The strategic objectives allocated to it by the Board of Directors identifying any areas where additional assurance is required.
- Those Board Assurance Framework risks allocated to it by the Board, monitoring progress made in mitigating those risks, identifying any areas where additional assurance is required and escalating assurance to the Board of Directors as agreed by the Committee.

2.2 Maintaining a strategic oversight of all workforce related strategies, such as;

- Workforce Planning
- Recruitment and Retention
- Appraisal, performance and performance management
- Education, Training and Development
- Staff engagement, morale and motivation
- Health and Wellbeing
- Organisational Development
- Advancing Practice
- Human Resources policies and procedures
- Safe Working Hours
- Freedom to Speak Up
- Leadership Capacity

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2.3 Providing assurance on staffing levels;

2.4 Delivering the Foundation Trust's People's Strategy and reporting to the Board on an annual programme of work to implement the strategy;

2.5 Monitoring the results of the staff survey and overseeing the development and implementation of resultant action plans to drive improvement;

2.6 Ensuring that the Trust is compliant with relevant legislation and regulations relating to workforce matters.

3 Workforce Committee membership and attendance record

The Workforce Committee meets bi-monthly. During the reporting period the Committee has met three times.

Membership and attendance is recorded in the table below.

MEMBERS	27.9.17	29.11.17	31.1.18	28.3.18	30.5.18	25.7.18	26.9.18	TOTAL
Ms Selina Ullah, NED (Chair)		✓	✓	✓	✓	✓	✓	6 of 6
Ms Pauline Vickers, NED (Deputy Chair)		✓	✓	x	✓	x	✓	4 of 6
Mr Jon Prashar, NED				✓	✓	✓	✓	4 of 4
Ms Pat Campbell, Director of HR		✓	✓	x	✓	✓	✓	5 of 6
Dr Bryan Gill, Medical Director		✓	x	✓	✓	✓	✓	5 of 6
Ms Karen Dawber, Chief Nurse		x	x	x	✓	✓	✓	3 of 6
Ms Sandra Shannon, Chief Operating Officer			✓	x	✓	✓	x	3 of 5
Ms Donna Thompson, Director of Governance and Corporate Affairs		✓	✓	x				2 of 3
✓ = attended x = apologies sent				Denotes period when not a member of the Committee				
				Meeting cancelled				

In order for the meeting to be quorate, the Terms of Reference stipulate that there should be two Non-Executive Directors and two Executive Directors (or their nominated Deputies) present. The Terms of Reference allow for an Executive Director to be represented by a designated deputy in the event of their absence. During the reporting period the following staff deputized for the Executive members of the Committee.

- Ms Sally Scales, Deputy Chief Nurse represented Ms Karen Dawber at the meetings held in November 2017, January 2018 and March 2018.
- Professor Alex Brown, Deputy Medical Director, represented Dr Bryan Gill at the meeting held in January 2018.

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- Ms Tanya Claridge, Director of Governance and Corporate Affairs represented Ms Donna Thompson at the meeting held in March 2018.
- Ms Janette Sharp, Deputy Director of Human Resources represented Ms Pat Campbell at the meeting held in March 2018.

4 Reporting to the Committee

The Workforce Committee has reviewed the following routine items from the work programme during the reporting period.

- Matters arising from Board of Directors
- Matters escalated from sub committees
- Board Assurance Framework
- Corporate Risks Relevant to the Committee
- Risk Appetite
- Workforce Committee Dashboard
- Workforce Report
- Nurse Staffing Data Publication & Nurse Recruitment
- Nursing Establishment Review
- Guardian of Safe Working Hours Quarterly Reports
- Equality and Diversity Updates
- People Strategy Work Plans
- People Strategy Annual Plan (incorporating a review of the previous year)
- Annual staff survey results
- Annual Staff Survey Action Plan
- Freedom to Speak Up Quarterly reports
- Freedom to Speak Up Annual Report
- Committee Terms of Reference Review
- Workforce Committee Business Work Plan

During the reporting period the Committee also received and discussed in detail, by way of exception, the following items.

- Bradford Teaching Hospitals NHS Foundation Trust: Our Values
- Staff Friends and Family Test
- Engagement with the Future Workforce
- Issues raised by the Disabled Staff Network at Board Development Session
- Royal College of Nursing: Safe and Effective Staffing
- National Workforce Strategy
- Development of a Region Wide Medical Staff Bank
- Review of the Education and Workforce Sub-Committee Terms of Reference
- Allied Health Professionals: The Workforce and the Services they provide
- Review of the National Quality Board (NQB) Safe, Sustainable and Productive Staffing Resource Document
- Gender Pay Gap
- Implementation and Maximisation of the Use of the Apprenticeship Levy
- Development of new Workforce Roles
- Draft Internal Audit Plan 2018-19
- Assurance, the way forward

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- Schwartz Rounds
 - Annual Reported Physical Assaults
 - Closing the Gap: Workforce Race Equality Standard (WRES) Action Plan
 - Annual Report on Medical Appraisal and Revalidation 2017/18
 - Recruitment and Retention Action Plan

After each meeting, the Committee reported to the next Board of Directors meeting by way of a summary report of the key points discussed. Once the Committee meeting minutes were agreed by the Workforce Committee, a copy was submitted to the subsequent Board of Directors meeting.

Minutes included a description of the business conducted, risks identified and key actions agreed.

During the reporting period there was one matter escalated to the Board. This concerned the 'Development of new Workforce Roles' considered by the Committee at the meeting held on 26 September 2018.

5 Review of the Terms of Reference of the Workforce Committee

The Terms of Reference were considered by the Committee in September 2018 where it was determined that they would remain in place but subject to further review as part of the full Board and Committee review underway. The Terms of Reference would be subject to final review by the Board of Directors in January 2019.

6 Cycle of Business

The Workforce Committee keeps under review its own working arrangements and is mindful of the need to ensure that its remit fits appropriately with the other Committees of the Board of Directors.

7 Conclusion

The Workforce Committee believes it has taken all reasonable steps to perform its duties as delegated by the Board and mandated in its Terms of Reference and in accordance with good governance arrangements.

Ms Selina Ullah
Non-Executive Director Chair, Workforce Committee

November 2018