

<b>TRUST BOARD IN PUBLIC</b>	<b>Date: 25 July 2013</b> <b>Agenda Item: 5.1.2</b>
REPORT TITLE:	<b>Investment &amp; Workforce Committee Chair Update</b>
NON EXECUTIVE SPONSOR:	<b>Richard Durban (Non Executive Director and IWC Chair)</b>
REPORT AUTHOR:	<b>Paul Simpson (Chief Finance Officer)</b>
REPORT DISCUSSED PREVIOUSLY: (name of sub-committee/group & date)	No – Board update
<b>Purpose of the Report and Action Required:</b>	
<p style="text-align: right;"> <b>Approval</b>  <b>Discussion</b>  <b>Information/Assurance</b> <input checked="" type="checkbox"/> </p>	
<b>Summary: (Key Issues)</b>	
<p>The key points from the last I&amp;WC meeting were as follows:</p> <p><b>Workforce</b></p> <ul style="list-style-type: none"> <li>▪ The Committee received updates on workforce and the workforce strategy draft. The latter would be presented again in September after input from the new executive Workforce Group. The Committee made several comments about what should be included and stressed the need to differentiate strategy from plan.</li> </ul> <p><b>Capital &amp; Estates</b></p> <ul style="list-style-type: none"> <li>▪ Capital programmes were on track. There was discussion about the position on funding the agreed capital budget – currently risk existed over £5.5m. The CFO had verbally updated the Private Board but had not recorded comment in the capital paper.</li> </ul> <p><b>IT Strategy</b></p> <ul style="list-style-type: none"> <li>▪ The IT strategy draft was presented and noted. The committee discussed whether the size of the Trust and its IT function allowed it to be a “leader” in IT rather than a “follower” and made comment about areas to expand or include. The strategy would come back to the Committee as part of the IBP in September.</li> </ul> <p><b>Reference Costs</b></p> <ul style="list-style-type: none"> <li>▪ The Committee signed off the declaration about Trust costing.</li> </ul>	

**Relationship to Trust Corporate Objectives & Assurance Framework:**

This Board sub-committee supports the achievement of all Trust objectives but of specific relevance is: Priority 3: Develop an effective organisation

**Corporate Impact Assessment:**

<p><b>Legal and regulatory implications</b></p>	<p>The IWC reviews assurance in respect of workforce, capital and investment projects, business planning (which includes financial planning) and cash aspects.</p> <p><u>Employment law</u>: laws governing the rights of individuals and terms and conditions terms include: National Minimum Wage Act 1998; the Working Time Regulations 1998; Employment Rights Act 1996; Equality Act 2010; Employment Rights Act 1996, and; the Transfer of Undertakings (Protection of Employment) Regulations 2006.</p> <p>Other key laws affecting employees include the Pensions Act 2004 and the Trade Union and Labour Relations (Consolidation) Act 1992.</p> <p><u>Financial performance</u> is subject to Schedule 5 of the NHS Act 2006 which provides the “breakeven duty”.</p> <p>Legal aspects related to capital works will depend on the nature of the works.</p> <p>The <u>main regulators</u>, are as follows:</p> <ul style="list-style-type: none"> <li>▪ External audit (the Audit Commission for this Trust) give an opinion on the Trust’s compliance with International Financial Reporting Standards and with NHS accounting conventions – this is not purely financial and deals with procurement, fraud, transparency and legal duties. It also gives a Value for Money Conclusion on the Trust’s ability to put in place arrangements to deliver economy, efficiency and effectiveness in its use of resources.</li> <li>▪ The Care Quality Commission registers the Trust according to its compliance with regulations concerning the safety and quality of services</li> </ul>
<p><b>Financial implications</b></p>	<p>The report provides assurance about savings, capital spend and the structure of the business planning process.</p>
<p><b>Patient Experience/ Engagement</b></p>	<p>Indirect impact through Trust planning and workforce.</p>
<p><b>Risk &amp; Performance Management</b></p>	<p>The committee, and this report, provides assurance about workforce and capital management.</p>
<p><b>NHS Constitution/ Equality &amp; Diversity/ Communication</b></p>	<p>No relevant aspects</p>
<p><b>Attachments: paper</b></p>	

## Investment & Workforce Committee Chair Update

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<b>Date</b>	18 July 2013 (I&WC was on 3 July 2013)
<b>Author</b>	Richard Durban (Non-Executive Director)
<b>Audience</b>	Trust Board Members

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The **key points from the last I&WC meeting were** as follows:

### Workforce

- The Committee received the workforce strategy draft. The latter was noted. Comment was that some changes were needed to ensure distinction between strategy and plan. There was discussion about what the strategy needed to include (including: balance of temporary staff, productivity, clinical leadership and, reflecting recent GE work, implementing actions around values and behaviours and skills and capabilities).
- It was also noted that the strategy would develop further from the input of the new Workforce Group, chaired by the CEO and involving clinical directors directly in the development of workforce plans and strategy.
- The Committee asked that the annual plan included numbers and tables illustrating delivery in 12/13 and intent for 13/14. The revised Workforce Strategy and Annual Plan to be re-presented to the committee in September following input from the new Executive Directors Workforce Group.
- In respect of workforce KPIs in Divisions, these showed a marked variance between level of vacancies and the number of posts being advertised/ appointments made.

### Capital & Estates

- The Committee received the monthly report. Capital programmes were on track. There was discussion about the position on funding the agreed capital budget – currently risk existed over £5.5m. The CFO had verbally updated the Private Board but had not recorded comment in the capital paper.
- The issue concerns confidence over the provision through the TDA of public dividend capital funding (ie: non repayable funding provided externally) for theatres. Since the IWC verbal advice has been provided that provides greater confidence.

### IT Strategy

- The IT strategy draft was presented and noted. The strategy includes significant major schemes (including the recent PACS/RIS, the electronic prescribing system and the major procurement of a new electronic patient record system for go-live in 2015).
- The Committee suggested that the strategy might include more on risks (eg continuity and resilience, and the reliance on a single provider), data integrity, how the strategy drove greater productivity, and in respect of capability to develop and implement the strategy the committee discussed whether the size

of the Trust and its IT function allowed it to be a “leader” in IT rather than a “follower”.

- The revised IT strategy to be re-presented to the committee as a new section in the IBP

### Reference Costs

- The Committee signed off the declaration, on behalf of the Board, about Trust costing.

The committee also approved revised business case procedures for the Trust, received an update on the IBP and discussed the marketing strategy in the Part 2 section (noting the need to discuss with CCGs the demographic predictions indicated).

[END]