

## Investment & Workforce Committee Chair

---

**For:** Information

---

**Summary:** This report briefs the Board on the key issues discussed at the meeting of the committee on 4 July 2012.

The main issues to note were:

### Workforce

- Methodologies for setting clinical staff establishments. The committee was assured that these were robust - the paper would go to the Safety & Quality Committee.
- Education & Development plan, final version, for 12/13. The committee was assured that resources were appropriately prioritised and targeted.
- As agreed at the Board Seminar the committee discussed the approach adopted by the Trust to organisational development

### Capital & Estates

- The committee was assured that the programme was progressing well.

### Business Planning

The timetable of progress towards FT status was discussed and agreed. The I&W Committee would review the draft clinical strategy at the August meeting and the draft Integrated Business Plan in September. Both will require Board approval before being submitted to the DoH in mid October.

---

**Action:** The Board is asked to note the issues highlighted in the report and agree any further action as required.

---

**Presented by:** Richard Durban, Non-Executive Director

**Author:** Richard Durban, Non-Executive Director

### Notes:

<b>Trust objective:</b>	The Board Committees support the achievement of all objectives but of specific relevance is: Priority 3: Develop an effective organisation:.
-------------------------	--

**Legal:**

The IWC reviews assurance in respect of workforce, capital and investment projects, business planning (which includes financial planning) and cash aspects  
Employment law: 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.

Other key laws affecting employees include the Pensions Act 2004 and the Trade Union and Labour Relations (Consolidation) Act 1992.

Financial performance is subject to Schedule 5 of the NHS Act 2006 which provides the “breakeven duty”.

Legal aspects related to capital works will depend on the nature of the works.

**Regulation:**

The main regulators, however are as follows:

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.

The Care Quality Commission registers the Trust according to its compliance with regulations concerning the safety and quality of services

## Investment & Workforce Committee Chair's Update

---

<b>Date</b>	August 2012
<b>Author</b>	Richard Durban, Non-Executive Director
<b>Audience</b>	Trust Board Members

---

The **key points from the 4 July I&WC meeting** are as follows:

### Workforce

1. The CFO presented a paper describing the methodologies employed in setting clinical establishments. The committee was assured that these were robust but it was agreed that the paper would also go to the Safety & Quality Committee to allow the CMO and Chief Nurse to be questioned about any current or upcoming issues.
2. The final version of the Education & Development plan for 12/13 was presented. Funding from the SHA had still not been finalised and the plan was based on an expected 25% reduction on the 11/12 figure. The committee was assured that resources were appropriately prioritised and targeted. It was agreed that a progress report would be presented to the January meeting.
3. An update was provided on short term actions to improve Workforce KPIs e.g the planning of rosters. The committee was assured that robust management action was in place. A nurse retention strategy was also being written.
4. As agreed at the Board Seminar the committee discussed the approach adopted by the Trust to organisational development ie how best to improve staff satisfaction and engagement in order to deliver a better patient experience. Many actions are in place including the leadership programme and management development training. Discussion focused on embedding the Trust Values and consequent behaviours, appraisals, customer care training and internal communications. The Director of Workforce was tasked with bringing the various actions into a short, sharp plan that did not slow action or stifle initiative but ensured consistency and coherence. This would be taken at the next I&W Committee and subsequently the Board.

### Capital & Estates

5. The committee was assured that the programme was progressing well with some minor, manageable delays. The revised approach to Theatres refurbishment would be presented to the next meeting as an addendum to the business case.

### Business Planning

6. The timetable of progress towards FT status was discussed and agreed. The I&W Committee would review the draft clinical strategy at the August meeting and the draft Integrated Business Plan in September. Both will require Board approval before being submitted to the DoH in mid October.