

<b>TRUST BOARD IN PUBLIC</b>	<b>Date: 29 November 2012</b> <b>Agenda Item: 6.1.2</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 Financial 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>This report briefs the Board on the key issues discussed at the meeting of the committee on 7th of November 2012. The main issues to note were:</p> <ol style="list-style-type: none"> <li><b>Workforce:</b> The committee reviewed the M06 workforce KPI's and noted progress on retention and recruitment. An update on internal communications was received providing assurance on the approach.</li> <li><b>Capital &amp; Estates:</b> Assurance was received that the capital programme is progressing well.</li> <li><b>Business Planning:</b> The committee received an update on the progress of the foundation trust/tripartite formal agreement process (please see separate Board paper for more).  The business planning/ budgeting approach and timetable for 2013/14 was presented, and commented favourably on. The Board would be appraised of progress after Christmas.</li> <li><b>Savings Plans:</b> The committee received additional assurance that 2012/13 savings are delivering to plan, with reduced risk.</li> </ol>	
<b>Relationship to Trust Corporate Objectives &amp; Assurance Framework:</b>	
This Board sub-committee supports the achievement of all Trust objectives but of specific relevance is: Priority 3: Develop an effective organisation	

<b>Corporate Impact Assessment:</b>	
<b>Legal and regulatory implications</b>	<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>
<b>Financial implications</b>	The report provides assurance about savings, capital spend and the structure of the business planning process.
<b>Patient Experience/ Engagement</b>	Indirect impact through Trust planning and workforce.
<b>Risk &amp; Performance Management</b>	The committee, and this report, provides assurance about workforce and capital management.
<b>NHS Constitution/ Equality &amp; Diversity/ Communication</b>	No relevant aspects
<b>Attachments: paper</b>	

## Investment & Workforce Committee Chair Update

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<b>Date</b>	16 November 2012 (IWC was on 7 Nov 2012)
<b>Author</b>	Justine Stratfold (Head of SLR and Secretary to IWC)
<b>Audience</b>	Trust Board Members

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The **key points from the 7 November I&WC meeting** are as follows:

### Workforce

- The Committee reviewed the month 6 workforce KPI's. Recruitment and Retention remains an area of concern, but the Committee had assurance about progress from its last meeting and other information on action. The Nursing Recruitment and Retention Strategy (seen last month, and now updated) will proceed to Management Board for approval.
- The Committee received an update on the internal communications mechanisms in place within the organisation. It was agreed that full assurance could only be stated when evidence is obtained that staff are absorbing the key messages, but the Committee was assured on the Trust approach and the coherence of messages being relayed. An update will return to the IWC following the staff survey. The Committee will also receive an update on external communication.

### Capital & Estates

- Assurance was received that the capital programme is progressing well.
- An update on progress to relocate the great crested newts to a new custom built pond and habitat (which was necessary prior to beginning building works for the new theatres) was received (an update may be possible at the Board). This directly impacts on the timescales attached to the theatres redevelopment.
- The Radiotherapy development is proceeding to plan and it is expected that the Royal Surrey will be on site in early December.

### Tripartite formal agreement (TFA) and business planning

- The Committee received assurance that the organisation has delivered against its milestones and noted progress (which is reported in a separate paper to the Board).
- The 2013/14 business planning / budgeting timescale and approach was presented. This process follows on from the financial modelling completed as part of the TFA/integrated business plan work, and the Committee noted the better foundation this provides to the process. The CFO would report progress to the Board directly after Christmas. It was likely that the pattern of extraordinary and other Board meetings used last year would be repeated to ensure the Board was kept informed and involved.

### 2012/13 Savings

- This was discussed in the Part 2 session, but the Committee received a further report on the detail behind the savings plans providing additional assurance on delivery and noted the reduced risk to the plan that is helpful to report in public.

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