

Investment & Workforce Committee Chair Update

Summary: *This report briefs the Board on the key issues discussed at the meetings of the committee on 1st August and the 12th of September 2012.*

The main issues to note were:

Workforce

- *The Organisational Development Plan was presented detailing measures to improve staff engagement.*
- *The Committee received an update of progress against the Marketing and Communications Strategy.*
- *The Committee was briefed on measures in place surrounding recruitment and retention.*

Capital & Estates

- *Assurance was received that the capital programme is progressing well.*
- *The Theatres Business Case Addendum for the construction of 4 modular theatres was approved.*
- *The Committee approved a budget reallocation between the unscheduled care and the main entrance projects.*
- *A draft business case for the replacement of the current radiology information system was presented. This will return to the committee once further clarity over the source of funding is obtained.*

Business Planning

- *The Draft Clinical Strategy was presented to the committee on the 1st of August. This was re-tabled to the committee on the 12th of September following its presentation to the TFA delivery board on the 8th of August.*
- *The Draft Integrated Business plan (IBP), which is at a early draft stage and significantly incomplete, was presented to the committee.*

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| Action: | <i>The Board is asked to note the update.</i> |
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| Presented by: | <i>Richard Durban (Non-Executive Director)</i> |
| Author: | <i>Richard Durban (Non-Executive Director)</i> |

Notes:

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| Trust objective: | <i>The Board Committees support the achievement of all objectives but of specific relevance is: Priority 3: Develop an effective organisation..</i> |
| Legal: | <p><i>The IWC reviews assurance in respect of workforce, capital and investment projects, business planning (which includes financial planning) and cash aspects.</i></p> <p><i><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.</i></p> <p><i>Other key laws affecting employees include the Pensions Act 2004 and the Trade Union and Labour Relations (Consolidation) Act 1992.</i></p> <p><i><u>Financial performance</u> is subject to Schedule 5 of the NHS Act 2006 which provides the “breakeven duty”.</i></p> <p><i>Legal aspects related to capital works will depend on the nature of the works.</i></p> |
| Regulation: | <p><i>The main regulators, however are as follows:</i></p> <p><i>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.</i></p> <p><i>The Care Quality Commission registers the Trust according to its compliance with regulations concerning the safety and quality of services</i></p> |

Investment & Workforce Committee Chair Update

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| Date | September 2012 |
| Author | Richard Durban (Non-Executive Director) |
| Audience | Trust Board Members |

The **key points from the I&WC meetings** are as follows:

Workforce

1. The Director of Workforce presented the Organisational Development Plan. The committee was assured that there is a defined approach to staff engagement. It was agreed that the paper would be refined to highlight two or three priorities requiring immediate focus. The plan would also be extended to detail how we would translate Trust Values into individual behaviours, the approach to Board development and the impact of divisional performance assurance reviews.
2. The committee received an update on the organisation's progress against the Marketing and Communications Strategy. It was noted and accepted that the current strategy is out of date and in need of updating. The updated strategy will be underpinned by the integrate business plan.
3. The committee was assured that there is a process currently in place surrounding nursing recruitment and retention although this is not currently detailed in a formal strategy.

Capital & Estates

4. The committee was assured that the active capital projects are progressing well.
5. The Theatres Business Case Addendum was presented and approved. This adds an additional £6M to the scheme to bring the total cost of the proposed works to £11.9M. This allows for the construction of four modular theatres, the refurbishment of five of the existing nine and the conversion of the remaining four to recovery and changing room space. The approval was subject to the funding being approved by the SHA
6. The committee received a paper detailing the performance of the unscheduled care and main entrance projects against budget and timescales. The reallocation of funding between the projects was approved (one had underspent, the other overspent).
7. A business case for the replacement of the current radiology information system was presented. The contract on the current system ends in June 2013. The case will return to the October committee once clarity over the source of revenue funding is received.

Business Planning

8. The clinical strategy paper was presented in draft format. The strategy aims to be explicit about the services provided by the organisation and focuses on the organisations relationships with key partners both NHS and non NHS. The paper returned to the I&W Committee on the 12th of September after being presented to the TFA board on the 8th of August 2012. Clarity was provided over which elements of the strategy are prescribed. It was also agreed that statements would be referenced and Executive Summary included. The third draft is to be completed by the 27th of September.
9. The Draft Integrated Business Plan (IBP) was presented to the committee on the 12th of September. This was the first draft of the document and it remained incomplete. The Committee noted the report and provided comment on the detail. Further iterations would be presented to later meetings of either Board or the Committee.