

<b>Report to:</b>	<b>Trust Board</b>	<b>Agenda item:</b>	<b>15</b>
<b>Date of Meeting:</b>	<b>9 November 2011</b>		

<b>Title of Report:</b>	<b>Non-Clinical Governance Committee Update Report</b>
<b>Status:</b>	<b>For information</b>
<b>Sponsor:</b>	<b>Stephen Wheeler, Non Executive Director</b>
<b>Author:</b>	<b>Lynn Vaughan, Director of Human Resources</b>
<b>Appendices:</b>	<b>None</b>

<p><b>Purpose</b></p> <p>To update on the activity of the Non-Clinical Governance Committee following its meeting on 17 October 2011.</p> <p><b>Background</b></p> <p>The Non-Clinical Governance Committee is one of three assurance committees supporting the Trust Board in fulfilling its objectives. The Committee is responsible for testing the robustness and effectiveness of the non-clinical systems and processes operating within the Trust to provide assurance to the Trust Board.</p> <p><b>Business Undertaken</b></p> <p>The Committee tested the robustness and effectiveness of the following systems and the outcomes are described below:</p> <p><b>Workforce Planning</b></p> <p>This system outlines an alternative approach to workforce planning addressing both the qualitative and quantitative elements affecting workforce. The Committee felt the paper summarised the complex system well and were assured of the process. However, the Committee recognised that the practical implementation of the system was now critical and that this would be progressed through the business planning process. The Committee requested that a review of the process is scheduled into the work plan post Business Planning and that a specialty manager who has been through the process presents at a future meeting.</p> <p><b>Recruitment Process</b></p> <p>This report provided assurance with regard to the systems and processes of recruitment, particularly with regard to safer staffing. The recruitment process has two key phases; authorisation and recruitment and the process maps included with the report were considered in detail. It was confirmed that the process complies with the relevant NHSLA standards and is constantly reviewed to support the Organisational Change Policy. The Committee were assured of the Trust's recruitment process.</p> <p>In addition to the above systems the Committee considered:</p> <p><b>PWC Report: Sickness Absence</b></p> <p>The recommendations had been completed and the audit was closed. Sickness absence will continue to be monitored through the Trust's operational performance</p>
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Author : Lynn Vaughan, Director of Human Resources	Date: 31 October 2011
Document Approved by: Stephen Wheeler, Non-Executive Director	Version: Final
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report.

### **CRS Millennium Project Assurance Report**

The report reflected the closure of Millennium implementation and the launch of the next phase.

### **CQC Evidence Review and Internal Audit Report Update**

The Committee noted the development of a procedural document entitled 'procedure for managing CQC requirements' which is working its way through the policy approval process. Members discussed the compliance status of the outcomes aligned to the Non Clinical Governance Committee and noted the progress towards completion of the actions identified in the PwC internal audit report.

### **External Agency Visit by the HSE in January**

The Trust had received a report from the HSE following this visit to inspect the Trust's management of Legionella bacteria and the risks therefrom in its water systems. The HSE identified a number of areas relating to the risk assessment which required action and the Committee were assured of the actions in place to address these areas. It was confirmed that no improvement notice had been received.

### **Key Risks and their impact on the Organisation**

- A key risk had been identified in relation to the end of the BT/Cerner service support contract in 2015. This could potentially cost the Trust £2 million over a four year period which has not yet been processed into the IBP. The management of this risk will be discussed at the next Management Board.
- The risks arising from failure to secure £10 million capital were recognised and would be added to the risk register.

### **Key Decisions**

The Committee recommended that the Board be assured that the proposed Workforce Planning system and extent Recruitment Process operating within the Trust were robust.

### **Exceptions and Challenges**

None identified.

### **Governance and Other Business**

The meeting was convened under its revised Terms of Reference however a number of reports related to previous actions.

### **Future Business**

The Committee will focus on its agreed work plan and will consider the following systems at its future meetings:

- Policy Management
- Q Pulse Implementation
- Clinical Competencies
- Health and Safety
- PWC Report on Materials Management System and Process

- PWC Report on Business Planning and Performance Monitoring

**Recommendations**

It is recommended that the Trust Board note this report.