

Report to:	Public Board of Directors	Agenda item:	18
Date of Meeting:	29 November 2017		

Title of Report:	Non-Clinical Governance Committee Update Report
Status:	For information
Sponsor:	Joanna Hole, Non-Executive Director/ Chair of the Non-Clinical Governance Committee
Author:	Catherine Soan, Executive Assistant to the Director of Human Resources
Appendices	None

<p>Purpose</p> <p>To update the Board of Directors on the activity of the Non-Clinical Governance Committee held on 11th September 2017.</p>
<p>Background</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 Board of Directors.</p>
<p>Business Undertaken</p> <p>Water</p> <p>The Compliance and Sustainability Manager presented a paper on water efficiency performance and plans. The Committee noted how the leak busting campaign resulted in a 20% reduction on water usage since 2015/16. The Compliance and Sustainability Manager took an action to continue this work in the Birthing Centres and Riverside. The Trust was shortlisted for the 2017 NHS Sustainability Awards within the Water category and received a 'highly commended' outcome for the progress the RUH has made.</p> <p>The Committee discussed the impact flushing taps had on water consumption and noted that the infection control team were undertaking work to identify the low use taps so only those are flushed regularly. There is also a plan to raise awareness within the cleaning team about how long to flush taps for.</p> <p>The Committee noted the report for information.</p> <p>General Data Protection Regulation (GDPR)</p> <p>The GDPR was approved in 2016 and will come into force in May 2018, replacing the Data Protection Act 1998. The new regulation gives control back to the public so they have greater rights on their data and more transparency. It aims to simplify data protection within the EU and award higher financial penalties. The Informatics Governance Manager presented the main changes and what the Trust needs to do in order to meet the new regulation, as follows:</p> <ol style="list-style-type: none"> 1. The Trust should ensure that staff are aware of the changes, the Board will receive regular updates and a working group is being set up with the first

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meeting taking place in October.

2. The Trust must have internal records of all data processed within the organisation.
3. Privacy notices need to be reviewed and displayed more widely, including how long information will be retained and the reason for doing so.
4. Individual rights are significantly increased, there will be no fee for subject access requests and it is therefore anticipated that these will increase as well as the introduction of a tighter timescale in which to respond.
5. Consent becomes more rigid.
6. Policies need to be child friendly as a decision will be made about what age they become the decision maker. The GDPR introduces special protection for children's personal data.
7. For a serious data breach we would currently allow 8 weeks for an investigation to take place, however the GDPR introduces a 72 hour limit from the point of when an incident takes place. Financially there is loss of income from the subject access requests and the increased fines may have a huge impact on the Trust.

The Committee noted the action plan broken down into work streams with an identified lead and noted that there is a reduced management capacity in IT. They would review this again at their meeting in January.

The Model Hospital

Following a review of data accuracy, the Committee had requested more information on how data might be better analysed and shared. The Deputy Director of Finance gave a presentation describing the overview of the model hospital (a series of live dashboards covering all specialties was set up in set up in 2015 by NHS Improvement as a result of the Lord Carter review to compare practice across Trusts). The dashboard enables us to identify opportunities for development although generally the Trust is performing well. The Committee reviewed the live dashboard agreeing that it was beneficial to see how the data collated by the Trust is used on a wider basis and in a comparative manner.

Workforce Planning System

The Deputy Director of Human Resources presented the paper which provided an overview of workforce planning in the Trust with the focus on strategic planning to smooth out operational planning. The Committee noted the three areas of workforce planning; Operational, Tactical and Strategic. Work is ongoing looking at the productivity element of the workforce, this includes internal development and use of the apprenticeship levy. Workforce planning workshops within the divisions are being developed.

The current workforce strategy, which sets out the strategic workforce priorities for 2015 – 2020 was written when the landscape was very different, the emphasis now has to be on new roles and different ways of working as well as what is the impact of the aging workforce.

The Committee agreed it was too early for a level of assurance to be given and would consider when to review again under work plan discussions at its next

meeting.

Emergency Preparedness, Resilience & Response (EPRR)

– Update on cover arrangements within the team

The Chief Operating Officer provided an update on the cover arrangement for the Resilience Manager which was working well. EPRR is high on the agenda, both with critical attack and fire safety. The new incident report plan had been approved and the Chief Operating Officer will bring back the self-assessment against core standards at the next meeting.

Business Planning and Strategic Planning

The Commercial Director presented the report which was last discussed in July 2017 when the process was given partial assurance. This paper was an update around the planning process of the Trust’s Strategic Plan and how we are beginning to embed it. We now have the top 3 year objectives agreed and are in the middle of the engagement part of the planning process focussing on staff and stakeholders and this is going well so far. By the next NCGC meeting, the Commercial Director expects to have the draft strategy in place.

The Committee were satisfied that this is going in the right direction and noted the paper for information and will review progress again at the next meeting.

Board Assurance Framework (BAF)

The Committee noted that the BAF is undergoing a refresh by the Executive Team and it would be reviewed at the Board of Directors Away Day in October.

The Board of Directors Secretary presented the risks relating to the NCGC.

Audit Tracker

The Committee reviewed every action assigned to the assurance committee and either closed the actions or asked for progress chasing on the outstanding actions. The Committee agreed to close numbers 215, 221 ,222, 223 regarding cyber security and NCGC agreed they would like to add cyber security as a system to review in future.

External Agency Visits

The Board of Directors Secretary presented the register of visits which we are obliged to track as a requirement of our regulators to evidence that the Trust learns from external recommendations. The Board of Directors Secretary had updated the register to reflect all visits where recommendations were made or where there was an action plan.

The Management of External Agency Visits, Inspections and Accreditations Policy outlined a process which has slipped over the last 12 months due to changes in the Board of Directors Secretary. The Committee noted the process moving forward and agreed it was a thorough process with a central record and that any new External Agency Visits would be reported to the appropriate assurance committee.

There were three visits proposed for closure with no recommendations (56, 61, 63) and this was agreed.
Key Risks and their impact on the Organisation
None identified.
Key Decisions
The Non Clinical Governance Committee: <ul style="list-style-type: none"> a. Noted the impact of the new GDPR and the reduced capacity in IT and would review this again in January 2018. b. Will review the Trust's Strategic Plan in November 2017. c. Will add cyber security as a system to review in 2018. d.
Exceptions and Challenges
None identified
Governance and Other Business
The meeting was convened under its Terms of Reference.
Future Business
The Committee conducted business in accordance with the 2017 work plan. Systems for review at the next meeting on 13 th November include Recruitment and ITR, Occupational Health and Managing Sickness Absence.
Recommendations
It is recommended that the Board of Directors note this report.