

Report to:	Public Board of Directors	Agenda item:	15
Date of Meeting:	28 February 2018		

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 22nd January 2018.</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>Acute Collaboration – Payroll and Pensions & Procurement</p> <p>The Committee had previously requested to review each back office area identified for Acute Collaboration. The Deputy Director of Finance attended the meeting to provide an update.</p> <p>Payroll and Pensions</p> <p>Salisbury is unlikely to be able to take on the RUH payroll and pension service for another 18 months. Collaboration with Avon and Wiltshire Mental Health Partnership (AWP) has been considered in the meantime under a shared management arrangement with the aim of moving to the Salisbury model in the longer term.</p> <p>Salisbury and AWP will transfer their ledger service to the RUH resulting in a single ledger system. Great Western Hospitals NHS Foundation Trust (GWH) is under contract until 2020, after that they will be operating on the same ledger platform. NHS Improvement have provided some resource to help organisations looking at back office collaboration and have put us in touch with an STP who have already had a ledger collaboration which will be helpful.</p> <p>Procurement</p> <p>GWH and RUH have been working together closely for two years since both Heads of Procurement retired at a similar time. In terms of collaboration for the future, the model for the RUH is yet to be agreed as it has to fit with the plans of the Wholly Owned Subsidiary (WOS). In the meantime, a structure with shared objectives has been set up and a project team is overseeing 4/5 work streams already delivering £400,000 of savings between the Trust's due to improved negotiating ability with suppliers enabling bigger bulk discounts.</p>

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It was noted that recent months have seen a delay in the acute collaboration progress due to the impact of the WOS but we are moving forward incrementally every year, a plan for 2018-19 is being worked on including bringing the teams together to explore roles.

General Data Protection Regulation (GDPR)

The Informatics Governance Manager reported that the new data protection framework comes into place at the end of May. An action plan in preparation for the GDPR was developed in August, work began on the action plan but there had been some slippage due to the implementation of the big 3 and the capacity of the information governance team. The team are confident that they can recover this slippage over the next month.

The team have appointments scheduled with all key stakeholders during January and February to discuss the implications of the GDPR and review the processes. The Trust has completed a self-assessment, coming out as 'green'. Other Trusts in the region are at a similar level. The Data Protection Officer role is being advertised and it is hoped that the post holder will be in place before the end of May.

The Committee suggested that a Board Seminar might be helpful to ensure the Board is aware of the new regulation and its implications and the Board of Directors Secretary will be arranging this. The Committee requested a further update on progress at the next meeting.

Performance Management Framework

The Chief Operating Officer presented the paper, which included the framework in its entirety due to its review by the Board in March 2018. The new framework is designed for a period of transition whilst working through the implications of Organisational Development intervention (a 2-3 year project). The Committee noted the actions taken since the system was last reviewed in September 2017 including the agreed triggers for a star chamber.

The Committee agreed they were significantly assured with minor improvements, which the Chief Operating Officer will be pursuing. The Committee will review again in July 2018.

Business Planning and Strategic Planning

The Committee last received an update on the system in November 17. Since then the Commercial Director explained that the focus has been on finalising the strategic plan 2018-2021 and aligning strategic planning with business planning. Following approval by the Board, the plan will be communicated to stakeholders to enable the plan to be lived by the organisation.

The Committee were aware that the system had not been tested although they were significantly assured that it represented an effective process. Therefore the Committee agreed they were significantly assured with minor improvements and would review again in July 2018.

Board Assurance Framework (BAF)

The Committee noted the BAF.

Audit Tracker

The Committee noted 14 actions identified for closure by the Lead Manager. The Committee approved those audits for closure.

The Chair requested that Executive Directors review the audits they are responsible for as some had revised dates for completion which had not been met.

External Agency Visits

The Board of Directors Secretary presented the register of visits, the Committee noted the open visits on the register and the details of the two visits presented for closure; the UKAS inspection (ID 62) and BANES Public Protection Team (Atrium Coffee Bar ID 83). Closure of these two visits was approved.

The Chief Operating Officer informed the Committee of a recent visit in the Emergency Department by BaNES CCG due to operational pressures.

Key Risks and their impact on the Organisation

None identified.

Key Decisions

The Non Clinical Governance Committee:

- Noted progress on the finance acute collaboration systems and will review again in July 2018.
- Noted the impact of the new GDPR would review this again in March 2018.
- Agreed significant assurance with minor improvements for the Performance Management Framework, Business Planning and Strategic Planning. They will review these systems again in July 2018.

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 2018 work plan. Systems for review at the next meeting on 12th March include the new IT system in the emergency department, acute collaboration; temporary staffing and waste.

Recommendations

It is recommended that the Board of Directors note this report.