

Report to:	Public Board of Directors	Agenda item:	20
Date of Meeting:	26 September 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

Purpose

To update the Board of Directors on the activity of the Non-Clinical Governance Committee held on 9th July 2018.

Background

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.

Business Undertaken

Volunteer Checks

The Lead for Patient and Carer Experience presented a verbal update on Volunteer Checks following the partial assurance awarded at the last meeting. The Board of Directors Secretary and Commercial Director will ensure that formalised Service Level Agreements (SLA's) are completed for the League of Friends and an update was requested for the November meeting.

Equality Delivery System 2 (EDS2)

The Director of People presented the system for which the Committee had given significant assurance in July 2015. The paper looked back on whether the objectives were achieved in 2017/18 and at the new objectives for 2018/19. The 2018 Diversity and Inclusion Event, attended by 60 staff, patients and carers and local stakeholders, graded the objectives from 2017/18, one receiving an overall score of 'excellent', two 'achieving' and one as 'ongoing'. It was agreed that 3 of the objectives would roll over into 2018/19. Further work to score 'achieving' in the Inclusive Leadership was required and there was an action around introducing a mentorship scheme for BAME staff this year. This had been highlighted in the staff survey results as an area of focus. The Trust now has an Equality and Diversity Officer and the Diversity and Inclusion Steering Committee (DISCO) will be holding a workshop to ensure the right mechanisms are in place to identify objectives and monitor performance. The Committee agreed there was more to do to deliver the objectives of EDS2 and that they were partially assured of the system.

Recruitment and ITR

The Director of People presented the paper which described the recruitment process and the systems in place to support the recruitment of staff. The Committee noted that each stage is compliant with NHS national guidelines. A number of improvements have been made following a systems thinking review including the

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reduction in the number of days to obtain references. There was more work to do to ensure the Trust stands out as an attractive place to work and the Director of People was in the process of establishing a performance framework to capture statistics more robustly to identify where improvements could be made. The Committee agreed to give partial assurance to the system and will review it again in 6 months.

Health and Safety System

The Committee noted the health and safety report presented by the Interim Director of Estates and Facilities and gave significant assurance with minor improvement opportunities; they requested that it is reviewed by the Committee again in January 2019. In accordance with practice at every meeting, the Committee also received a verbal update on Legionella.

Business Planning and Strategic Planning

The Commercial Director presented the report which outlined how strategic and business planning was in the process of development to link with the OD programme. It had been reported that some of the key stakeholders felt they could have been more engaged. This is being reflected on and will be improved in the next phase of work. The Committee were significantly assured of the process.

Acute Collaboration: Payroll and Pensions & Procurement

The Deputy Director of Finance attended the meeting to present the paper on the progress of back office collaboration within the STP in relation to payroll and pensions and procurement. Progress has been slower than expected due to the position of the other STP partners but work is progressing to collaborate with Salisbury for payroll services. The Trust remains engaged with the STP and is showcasing our procurement service, there is potential to set up some of these functions between Trusts and have a united voice between the three providers. NHS Improvement is keen to use our STP as an example to the rest of the region. We are now looking at areas that are more realistic and beneficial to the RUH, where we can get more for our money. The Committee noted the update and congratulated the team on progress to date.

Board Assurance Framework

The Board of Directors Secretary presented the BAF and the Committee reviewed the risks relevant to the NCGC and made some amendments which the Board of Directors Secretary will update.

Audit Tracker

The Committee will table plans to review the audit tracker at the meeting in September.

External Agency Visits

The Board of Directors Secretary presented the External Agency register. The Committee agreed to close the entry 54 (Information Commissioners Office Visit) as the action plan had been delivered.

Key Risks and their impact on the Organisation

None identified.

Key Decisions
<p>The Non Clinical Governance Committee:</p> <ul style="list-style-type: none"> • Requested that formalised SLA's were agreed with the League of Friends for the provision of Volunteers at the Trust. • Referred a discussion about which assurance committee IM&T should sit to the Joint Non Clinical Governance and Clinical Governance Committee in September. The Terms of Reference will be updated following that decision. • Were partially assured of the EDS 2. • Were partially assured of the recruitment and ITR system. • Were significantly assured of the Business Planning and Strategic Planning system • Noted the update on payroll and pensions acute collaboration
Exceptions and Challenges
None identified.
Governance and Other Business
The meeting was convened under its Terms of Reference.
Future Business
<p>The Committee conducted business in accordance with the 2018 work plan. Systems for review at the next meeting on 10th September include business impact analysis, telephony and bleeps, ERIC, water management and temporary staffing and Occupational Health acute collaboration.</p>
Recommendations
It is recommended that the Board of Directors note this report.