

Report to:	Trust Board	Agenda item:	15.
Date of Meeting:	9 February 2011		

Title of Report:	Non Clinical Governance Committee Report
Status:	For Information
Board Sponsor:	Stephen Wheeler, Non Executive Director
Author:	Lynn Vaughan, Director of Human Resources
Appendices	None

1. Purpose of Report (Including link to objectives)
The purpose of this report is to provide assurance to the Trust Board that all non-clinical risks are appropriately identified, assessed and managed.

2. Summary of Key Issues for Discussion
<ul style="list-style-type: none"> • Sub-Committee Reports • Payment by Results data assurance • Communications Action Plan • Francis Report Action Plan

3. Recommendations (Note, Approve, Discuss etc)
The Trust Board is asked to note the report.

4. Care Quality Commission Outcomes (which apply)
9, 10, 11, 15, 16, 20, 21, 22, 23

5. Legal / Regulatory Implications (NHSLA / ALE etc)
NHSLA standards 1, 2, 3,5

6. Risk (Threats or opportunities link to risk on register etc)
As identified in the report.

7. Resources Implications (Financial / staffing)
None

8. Equality and Diversity
As identified in the report.

9. Communication
None

10. References to previous reports
Trust Board reports

11. Freedom of Information
Public

Author: Lynn Vaughan, Director of Human Resources	Date: 29 November 2010
Document Approved by: Lynn Vaughan, Director of Human Resources	Version: Final
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Report from the Non Clinical Governance Committee

1. Introduction

The Non Clinical Governance Committee met on Tuesday 18 January 2011 and the purpose of this report is to update the Trust Board on the key issues discussed at the meeting.

2. New Non Clinical Risks

No specific new risks were reported.

3. Action Plans from External Assessment

3.1 Payment by Results Data Assurance – Report from the Audit Commission

This report provided an update of progress against the Audit Commission's 2010 PbR audit, focussing on the issues that turned the Trust's QPR red for records (outcome 21). There has been good progress in all areas and this will be reviewed in depth at the next meeting which is dedicated to reviewing CQC evidence).

4. Policies

4.1 Pest Control Policy

The Committee reviewed this policy and asked for some additions to be made.

5. Reports from Sub-Committees

5.1 Information Governance Committee

The Information Governance Manager attended the meeting to present a report on the IG Toolkit for 2010/11. The Trust is required to submit its annual self-assessment by 31 March 2011. The final score is set against an internally agreed target of 88% and the Trust will be reporting a final score of 81% compared to 80% achieved in the previous year.

It was explained that the IG toolkit had changed this year with a new version being released by CFH with standards that were far more stringent. The realistic expectation was that Trust scores would reduce by circa 20%, and so to improve the score was a reflection of real improvements being made. As one of the requirements had not reached level 2 however, namely the Pseudonymisation Project, the Trust return to CFH would be scored overall as 'Not Satisfactory'. The impact of being 'Not Satisfactory' was a reputation issue not a compliance concern. The risk of the Trust not achieving level 2 for the 22 'Key Requirements' within the toolkit and thereby being classed as a 'Not Trusted' organisation had been avoided as the return was set to achieve level 2 for all key requirements.

5.2 Workforce Assurance, Risks and Incidents Report

The Committee noted:

- The rise in staffing related incidents affecting care in October 2010 could be explained by the implementation of the new Datix system, the hike in figures for October could be down to a back log of data entry. The Director of Human Resources has asked for an explanation from the Head of Risk and Assurance. It was agreed that the Nursing and Medical Workforce Planning Groups should review and monitor incidents monthly and flag exceptions to the Non Clinical Governance Committee.
- Significant progress has been achieved regarding safer recruitment compliance.
- The Equal Pay claim is still being finalised.
- It is believed that the high percentage of staff in the corporate division who have not received induction includes staff who do not need to have induction. This is being explored further.

5.3 Health and Safety Committee

The Committee noted:

- The European Health and Safety Week and Security Awareness Month were a considerable success.
- A suitable trainer is being identified to deliver Conflict Resolution training across the Trust.
- A memorandum between the Trust and Avon and Somerset Constabulary is currently being devised as the Trust has not had one previously and it is seen as good practice.
- An Energy Awareness Campaign is being developed to remind staff of good housekeeping.

5.4 Fire Safety Committee

The Committee noted:

- The good progress made particularly in training and investment.
- The Trust's Fire Advisor is keeping a log of incidents occurring throughout the Trust which allows the department to target specific areas for training.

5.5 Equality and Diversity Committee

The Committee noted:

- The Trust successfully passed the SHA Equality and Diversity web audit.
- The Single Equality Scheme Action Planning event will take place in February; the main focus will be to update the scheme.

6. Other Reports

6.1 Revised Strategic Learning Committee Terms of Reference

The Committee approved the proposal to split the work of the Strategic Learning Committee into two separate Committees, the Strategic Learning Committee and the Operational Learning Committee.

6.2 Policy Compliance and Organisational Culture

The Committee received an audit report entitled Policy Compliance and Organisational Culture which was undertaken in May 2010 by internal audit. The Committee requested further information about why the audit was commissioned before its findings were explored.

6.3 Communications Action Plan

The Committee received a report updating them on the actions undertaken during the past 9 months by the Communications department as part of the 2010-11 action plan as set out in the Communications Strategy. The Committee were assured that the actions are progressing and supporting the overall objectives of the Trust.

6.4 Francis Report Action Plan

The Director of Human Resources presented the update against the Francis Report action plan which was previously presented to the Committee in August 2010.

The Committee were asked to note the progress against recommendations which have been allocated to the Non Clinical Governance Committee for review. The Committee were happy with the closure of some of these recommendations which were being monitored through the Assurance Framework.

The Committee were assured that progress against the actions is being achieved.