

Trust Board

Report Cover Sheet

Agenda Item: 19

Date of Meeting:	Wednesday 30 th October 2019			
Report Title:	Summary of Assurances and Items for Escalation from Board Committees			
Purpose of Report:	To receive the assurance reports from the following meetings: (i) Quality Governance Committee • 16 th October (ii) Finance and Performance Committee • 23 rd September • 29 th October (verbal) (iii) HR Committee • 8 th October (iv) Audit Committee • 5 th September			
	Decision: ☐	Discussion: ☐	Assurance: ☒	Information: ☐
Trust Goals that the report relates to: (Including reference to any specific risk)				
Recommendations: (Action required by Board of Directors)	To receive the reports for assurance.			
Financial Implications:				
Risk Management Implications:				
Human Resource Implications:				
Equality and Diversity Implications:				
Author:				
Presented by:				

ASSURANCE REPORT

Quality Governance Committee – 16th October 2019



Gateshead Health
NHS Foundation Trust

The Quality Governance Committee has fulfilled its role and functions as defined within its terms of reference.

The reports received by the Quality Governance Committee and level of assurance are set out below.

ISSUES TO BE RAISED TO BOARD	ASSURANCE LEVEL	COMMITTEE UPDATE	NEXT ACTION	TIMESCALE
Falls Collaborative		The Committee received a comprehensive update with excellent progress being made noting that this has not been rolled out to all of the Trust yet.		
Risks 15 and Above		The Committee were informed of the current risks and ratified the Risk Register noting that more assurance will be provided.		
Integrated Quality and Learning Report		The Committee received assurance for this report noting that the report was clearer and presented supporting data.		
Safeguarding Committee Sub Group Update		Good progress update and it was noted that actions plans are regularly updated.		
Mortality and Morbidity Update		The Committee received a comprehensive update from the report and Steering Group Sub-Committee.		
LD Standards Annual Report		Good progress update noting that work is ongoing to develop the service.		
National Cancer Patient Survey Results		Excellent progress made and it was noted that the service has been sustained. Work ongoing with trialling additional resources.		
Research and Development Annual Report		The Committee received a comprehensive update in relation to the work ongoing and key achievements.		
CQC ECC Action Plan Update		Good progress update on the actions ongoing and points that have risen from the CQC inspection. It was noted that new assessments have been introduced.		

ISSUES TO BE RAISED TO BOARD	ASSURANCE LEVEL	COMMITTEE UPDATE	NEXT ACTION	TIMESCALE
CQC Action Plan Update		The Committee received an update and agreed that an assurance report will be presented at the Committee.	To be presented at a future Committee.	
Quality Improvement Q2 Progress Update		Excellent progress noted by the Committee and good levels of assurance received.		

Assurance Key

	Level of Assurance
	Assured – there are no gaps in assurance
	Partially assured – there are gaps in assurance but we are assured appropriate action plans are in place to address these
	Not assured – there are significant gaps in assurance and we are not assured as to the adequacy of current action plans

ASSURANCE REPORT

Finance and Performance Committee – 23rd September 2019



Gateshead Health
NHS Foundation Trust

The Finance and Performance Committee has fulfilled its role and functions as defined within its terms of reference.

The reports received by the Finance and Performance Committee and level of assurance are set out below.

ISSUES TO BE RAISED TO BOARD	ASSURANCE LEVEL	COMMITTEE UPDATE	NEXT ACTION	TIMESCALE
Financial Performance – Finance & Activity Report		Year to Date: The Committee received and discussed the Month 5 Finance and Activity report which shows the Trust on plan. The Committee noted, however, the inherent pressures within the position and felt it appropriate to change the assurance level to red.		Monthly review of progress through the Committee
		Forecast: Risks remain around achievement of full year forecast.		Monthly review of progress through the Committee
Financial Performance – Finance & Sustainability Programme		Year to Date: The Committee received and discussed the month 5 Finance and Sustainability Programme report, which shows performance on plan. The Committee noted, however, the low level of CRP delivered recurrently and felt it appropriate to change the assurance level to red.		Monthly review of progress through the Committee
		Forecast: Risks remain around achievement of full year CRP plans.		Monthly review of progress through the Committee
Performance report – NHSI Governance Rating Impact		Year to Date: The Committee received and discussed month 5 Performance Report.		Monthly review of progress through the Committee

ISSUES TO BE RAISED TO BOARD	ASSURANCE LEVEL	COMMITTEE UPDATE	NEXT ACTION	TIMESCALE
		The Committee noted that the A&E targets were not met though the Trust continues to benchmark well nationally. Cancer 62 day performance did not meet the target for a fourth month. Non-achievement of 6 week diagnostic standard in August which is a third SOF indicator now off-track.		
Board Assurance Framework (BAF)		The Committee noted that work is ongoing to update the BAF for 2019/20.		

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ASSURANCE REPORT

Human Resources Committee – 8th October 2019



Gateshead Health
NHS Foundation Trust

The Human Resources Committee has fulfilled its role and functions as defined within its terms of reference.

The reports received by the Human Resources Committee and level of assurance are set out below.

ISSUES TO BE RAISED TO BOARD	ASSURANCE LEVEL	COMMITTEE UPDATE	NEXT ACTION	TIMESCALE
Partnership Working		The Committee received a presentation from the Trust's Staff-side Chair (Denise McLaughlin) who gave an honest reflection of what has gone well (joint working with Trade Unions & HR), what hasn't (car parking review), and what has been learnt (moving towards just and restorative culture approach) over the last 12 months.	Staff-side reflections requested every 12 months.	Oct-20
HR Policies: • Revalidation and Appraisal for Medical Staff		The policy, which has been expanded to cover locally employed doctors (LEDs) was approved.	Policy to be launched within the organisation.	Oct-19
Annual Deans Quality Meeting (ADQM) Self-Assessment Report		The Committee approved the self-assessment documentation to be submitted to Health Education England North East (HEENE), noting the areas for improvement in relation to rest facilities, catering availability, impact of ICS changes on training, and development of new roles (i.e., Advanced Clinical Practice).	Self-Assessment Report to be submitted to HEENE.	30-Oct-19
Workforce Disability Equality Standard (WDES) 2019		The Committee discussed the first Workforce Disability Equality Scheme findings with areas for improvement highlighted in relation to encouraging staff to declare disabilities, bullying experienced by disabled staff and currently the Trust Board's membership has no individual with a recorded disability.	Detailed action plan as per the report.	2019/20

ISSUES TO BE RAISED TO BOARD	ASSURANCE LEVEL	COMMITTEE UPDATE	NEXT ACTION	TIMESCALE
People Strategy Deep Dive – Health & Wellbeing		The Committee received positive assurance that delivery of this strand of the People Strategy was on track with the majority of actions achieved. It was noted the excellent results achieved in relation to the flu vaccination campaign, running ‘building your personal resilience’ workshops, the inaugural menopause support group has been held, expansion of the in-house staff counselling service and impending launch of Mental Health First Aiders across the organisation.	Complete delivery of work plan as per timescales.	2019/20
Workforce Metrics		The Committee received confirmation that the Chief Executive has picked up and is leading the way to improve appraisal compliance, with the HR team stratifying the data to assist with identifying areas of concern, underlying reasons for non-compliance and greatest areas of risk.	Increase in appraisal completions expected.	30-Oct-19
Board Assurance Framework/Risks		The Committee received all current open risks categorised as ‘workforce’ across the Trust and triangulated these with other papers/reports. The Committee agreed the BAF Goal 6 remained as 12 at end of Quarter 2.	No further action/covered in other plans.	
Freedom to Speak Up Guardian Report		The Committee noted that the level of concerns raised through the F2SUG has remained static in Q2 and the Trust has scored highly in the national F2SU indexing, receiving an award from Simon Stevens in London. The Committee also received an internal audit report into ‘Openness and Honesty’ which gave good level of assurance.	Actions to improve reporting and agree definitive plan for next 12-24 months.	Dec-19

ISSUES TO BE RAISED TO BOARD	ASSURANCE LEVEL	COMMITTEE UPDATE	NEXT ACTION	TIMESCALE
Ofsted Inspection and Public Sector Apprenticeship Target		The Committee received the report from Ofsted confirming the Trust is able to continue delivering apprenticeships. The Committee also received the annual report of the number of apprentices in the Trust which is behind what is expected (1% against 2.3% target).	Three actions from the Ofsted action plan.	Dec-19
Safe, Effective, Quality Occupational Health Services (SEQOHS) inspection		The Committee received the report from the SEQOHS inspection that took place in September 2019 which is highly complementary about the standards of service from a small resourced team.	Continue with annual accreditation for another 5 years.	
Waiting List Initiative Management Audit		The Committee received the waiting list management internal audit report which received limited assurance. The Committee discussed that the processes are in place however are not being followed.	Actions as per the audit report.	Various

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ASSURANCE REPORT
Audit Committee – 5th September 2019

The Audit Committee has fulfilled its role and functions as defined within its terms of reference.

The reports received by the Audit Committee and level of assurance are set out below.

ISSUES TO BE RAISED TO BOARD	ASSURANCE LEVEL	COMMITTEE UPDATE	NEXT ACTION	TIMESCALE
Counter Fraud Progress Report		The Committee received a detailed and comprehensive report from Counter Fraud.	Mr S Veitch will feed back to Counter Fraud discussion had with regards to the reports.	
Internal Audit Gateshead Health Group Progress Report Delivery of Internal Audit	 	The Committee received a positive group progress report and the clearance of outstanding recommendations. The Committee was assured that there has been improvement with processes and direction. The mid-year report for the delivery of Internal Audit will be presented at the next Committee.	Report will be presented at the next Committee.	December Committee
External Audit Annual Audit Letter		The Committee received the Annual Audit Letter for information which will be presented at the Council of Governors.		
Change In Accounting Policy		The Committee received a comprehensive update on the change in the Accounting Policy and asset lives and were assured of the process. It was noted that further work is to be done to demonstrate the evidence.		
Audit Committee Annual Report		The Committee received a comprehensive summary of the Annual Report noting some minor additions to be added before it is presented to Trust Board.	Presented at the September Trust Board.	

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