

Board of Directors (in Public)

Item 2.1

Subject: Guardian of Safe Working Q4 Report 24/25
Date of Meeting: 29th April 2025
Prepared by: Steph Donnelly – Medical HR Manager
Presented by: Mr Manoj Kuduvalli – Medical Director
Purpose of Report: To Note

BAF Reference	Impact on BAF
BAF 1	Trust compliant with exception reporting. No change to risk rating. Potential financial risk and risk of losing junior posts if not compliant

Level of Assurance (please tick) To be used to provide the Board / Committee with a guide on the extent of assurance and evidence of assurance provided within the report		<input checked="" type="checkbox"/>
Level of Assurance	Description	
High	There is a strong system of internal control which has been effectively designed to meet the system objectives, and that controls are consistently applied in all areas reviewed.	<input checked="" type="checkbox"/>
Substantial	There is a good system of internal control designed to meet the system objectives, and that controls are generally being applied consistently.	<input type="checkbox"/>
Moderate	There is an adequate system of internal control, however, in some areas weakness in design and/or inconsistent application of controls puts the achievement and some aspects of the system objectives at risk.	<input type="checkbox"/>
Limited	There is a compromised system of internal control as weaknesses in the design and / or inconsistent application of controls puts the achievement of the system objectives at risk.	<input type="checkbox"/>
No	There is an inadequate system of internal control as weaknesses in control, and/or consistent non-compliance with controls could/has resulted in failure to achieve the system objectives.	<input type="checkbox"/>

1. Executive Summary

This is the 2024/2025 Q4 report on safe working hours in line with the 2016 contract for Resident Doctors.

At present LHCH has 47 trainees on the new contract currently on rotation at the Trust. All rotas are compliant with the rules within the 2016 Contract.

The Board of Directors is asked to note the safe working hours compliance.

2. Background

The purpose of this report is to review the working hours of doctors in training including exception reports, breaches of working hours, fines incurred and how these fines were levied.

Number of Doctors / Dentists in training (total):	47
Number of Doctors / Dentists in training on 2016 TCS (total):	47
Amount of time available in job plan for guardian to do the role:	0.25 PAs
Admin support provided to the guardian (if any):	To be reviewed
Amount of job-planned time for Educational Supervisors:	0.25 PAs per trainee

3. Main Body of Report

a) Exception Reports (regarding working hours)

There have been no exception reports in Q4. Only one exception has been received since August 2016.

b) Issues Arising

Since the Q3 report, gaps in Tier 1 on-call rotas have stabilised due to successful recruitment campaigns and reduced sickness. There are no other issues at present.

c) Actions Taken

We have taken the following actions to strengthen rota-co-ordination for trainee doctors and improve employee experience:

- When gaps arise, an email and a message is sent to all doctors to ask for support, either as a swap or paid time.
- Appointment of full time Medical Staffing Officer has improved the process and aided a smoother system for communicating and filling rota gaps.
- Rota redesign undertaken for both Cardiology and Surgery rotas to help minimise future gaps and afford doctors easier access to annual leave/study leave.
- Recruiting Trust Doctors to bridge gaps and to ensure all shifts are covered.
- Act Down Policy is in place to ensure adequate cover at all levels.

4. Guardian of Safe Working Role

The vacant post of Guardian of Safe Working has now been filled following the partial retirement of the previous postholder. Mr Sanjay Ghotkar, SAS Doctor for Surgery is the successful appointee and now in post.

The Medical HR Team will work with Mr Ghotkar to reestablish the Resident Doctors Forum to ensure we have a valuable platform for resident doctors to voice concerns, share ideas and so we can foster good communication and collaboration with our trainees.

5. GOSW Comments

No exception reports received during this period.

6. Recommendations

The Board of Directors are asked to note the report.