

## Board of Directors (in Public)

### Item 2.2

**Subject:** Guardian of Safe Working Q1 Report 25/26  
**Date of Meeting:** 23<sup>rd</sup> September 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

<b>Level of Assurance (please tick)</b> 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"/>
<b>Level of Assurance</b>	<b>Description</b>	
<b>High</b>	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"/>
<b>Substantial</b>	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"/>
<b>Moderate</b>	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"/>
<b>Limited</b>	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"/>
<b>No</b>	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 2025/2026 Q1 report on safe working hours in line with the 2016 contract for Resident Doctors.

At present LHCH has 52 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):	52
Number of Doctors / Dentists in training on 2016 TCS (total):	52
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 Q1. Only two exceptions have been reported since August 2016.

### **b) Issues Arising**

Since the Q4 report, gaps in Tier 1 on-call rotas have remained stable. There will be expected gaps arising in Surgery from the November rotation, due to a trainee moving to the registrar rota for career progression. The gaps will be closely monitored by the Medical HR team with the hope of filling in good time, to avoid any service disruption.

### **c) Actions Taken**

We continue with 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.
- Medical Staffing Officer monitors rotas closely and works with the divisions to aid 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 where required 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 Medical HR Team work closely with Mr Ghotkar to ensure resident doctor working patterns are safe and compliant with the 2016 contract. The Resident Doctors Forum will also be reestablished 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.