

Report to:	Public Board of Directors	Agenda item:	19
Date of Meeting:	29 July 2020		

Title of Report:	People Committee Report
Status:	For information and approval (of the Terms of Reference)
Sponsor:	Anna Mealings, Non-Executive Director/Chair of the People Committee
Author:	Catherine Soan, Executive Assistant to the Director for People
Appendices	Appendix 1: People Committee Terms of Reference Appendix 2: People Committee Workplan

Purpose

To update the Board of Directors on the activity of the People Committee held on 30th June 2020.

Background

The People Committee's purpose is to monitor the Trust's activity to achieve its True North goal 'to be an outstanding place to work where staff can flourish', and to provide assurance to the Board that the Trust is discharging its strategic priorities and statutory responsibilities relating to its people and their development. The Committee will also deal with any matters within the people and organisational development agenda as delegated to it by the Board.

Business Undertaken

Workplan

The Committee approved the future workplan recognising that it will be adapted to align with the NHS People Plan once published. In addition, the Committee agreed they would like to receive an update on challenges and opportunities from the divisional representative going forward.

New governance for workforce in phase 2 of the Covid-19 response

The Committee noted the governance arrangements for the sub-groups which support the service response in phase 2.

Staff Engagement Report

The Committee received a report on progress against the staff engagement agenda within the last 6 months. Driven by the strategic focus of the organisation, additional resource had been given with the establishment of the Staff Engagement Group, the Go Engage survey and team development programme. This had strengthened engagement activities.

The Committee noted that the Go Engage Team Development Programme will be launched in September. This supports teams to work through issues important to them. The quarterly Go Engage survey has consistently identified a 'lack of energy' in staff and the Staff Engagement Group will be focussing on what can be done to improve this as an organisation.

The Committee will receive the Staff Engagement Strategy in the near future.

Author: Catherine Soan, Executive Assistant to the Director for People Document Approved by: Anna Mealings, Non-Executive Director & Chair of People Committee Agenda Item: 19	Date: 16 July 2020 Version: Final Page 1 of 3
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Health and Wellbeing Report

The Committee received an update on the Health and Wellbeing Strategy, progress against strategic themes and the programme of work for the next year, particularly in response to the pandemic.

Recognising the relationship between health and wellbeing and diversity and inclusion, the Committee discussed the role of the Diversity and Inclusion Steering Committee and noted the importance of encouraging additional membership to this Committee, as had recently been done for the Staff Networks.

Workforce Race Equality Standard (WRES)

The Committee noted the WRES action plan 2019/20 which was developed by the Fusion staff network in response to the WRES indicators published in 2019. These indicators will be refreshed following publication of the WRES indicators 2020 in July/August. A significant amount of work had been put into the diversity agenda with ambition for transformation. Membership of the Fusion Network had doubled recently with the introduction of Workplace, BAME staff risk assessments and visible championing from colleagues.

Equality Delivery System 2 (EDS2)

The Committee noted the system in place to support the implementation of EDS2 and were assured that it is robust and fit for purpose.

Freedom to Speak Up report

The Committee noted that the Freedom to Speak Up Guardian had been active throughout the pandemic with increased communications and publication of the service. The number of cases had increased in line with the national trend, it is positive that staff were sharing concerns.

The Committee noted the data and themes of cases raised between 1st May 2019 - April 30th 2020 with culture/behaviour being the most frequent followed by bullying and harassment. The Committee noted the actions being taken to address the themes, in particular empowering staff to have difficult conversations and to give feedback on ways in which things can be improved.

A particular area of progress was the training of 8 new Freedom to Speak Up Advocates which brings the total number of Advocates in the Trust to 12. The Freedom to Speak Up Guardian had sought to increase the number of Advocates from different backgrounds, with different protected characteristics, so that individuals can raise concerns with someone that they identify with.

The Committee congratulated the Freedom to Speak Up Guardian on the progress made.

HR Key Performance Indicators (KPIs) Proposal 2020-21

The Committee noted historical achievements against KPIs and the proposal for

2020/21 KPIs. The only change proposed this year was the revised sickness absence target which has been reduced to make it more achievable in recognition of the impact of Covid-19.

Key Risks and their impact on the Organisation

None identified.

Key Decisions

The Committee:

- Will receive divisional updates at each meeting in future.
- Requested that the Diversity and Inclusion Committee was publicised to encourage additional membership.
- Approved the proposed 2020-21 HR KPI targets.

Exceptions and Challenges

None identified.

Governance and Other Business

The meeting was convened under its Terms of Reference.

Future Business

The Committee conducted business in accordance with the work plan. The forthcoming agenda items are:

- Freedom to Speak Up update
- Guardian of Safe Working Hours update
- Equality and Diversity Annual Report
- Volunteers Strategy
- Postgraduate Medical Education report

Recommendations

It is recommended that the Board of Directors note this report and approve the Terms of Reference.

People Committee Terms of Reference

1. Constitution of the Committee

The Board of Directors hereby resolves to establish a Committee of the Board to be known as the People Committee. The Committee has no executive powers other than those specifically delegated in these Terms of Reference.

2. Terms of Reference

2.1 Purpose and objectives

The People Committee's purpose is to monitor the Trust's activity to achieve its True North goal 'to be an outstanding place to work where staff can flourish', and to provide assurance to the Board that the Trust is discharging its strategic priorities and statutory responsibilities relating to its people and their development. The Committee will also deal with any matters within the people and organisational development agenda as delegated to it by the Board.

In support of this the Committee will also ensure:

- 2.1.1 That the strategic direction and progress is in line with the NHS People Plan requirements;
- 2.1.2 That there is oversight of the Trust's engagement with BaNES, Swindon and Wiltshire (BSW) across the people and organisational development agenda to support an effective Integrated Care System;
- 2.1.3 That the Trust has a clear understanding of its strategic workforce needs and that plans are in place to deliver these;
- 2.1.4 That the Trust's strategic priorities and performance in the following key areas are identified, implemented and monitored:
 - staff engagement and experience
 - recruitment, retention, management and development of the Trust's workforce
 - the training and development strategy of the Trust and its implementation
 - the Trust's obligations under the public sector equality duty

Author: Head of Corporate Governance Document Approved by: Chair of People Committee	Date: 24 February 2020 Version: V4
Agenda Item: 19	Page 1 of 5

- 2.1.5 That the Board receives assurance that all legislative, regulatory and stakeholder requirements relating to workforce are understood and met;
- 2.1.6 That workforce risks are understood by the Board and that appropriate mitigating actions have been identified and are being implemented;
- 2.1.7 The Committee will discharge this function on behalf of the Board of Directors, working in partnership with the other Board Committees, the Governors, and other key stakeholders by:
- 2.1.8 Supporting the development of a strategy to engage the workforce to become more productive and effective;
- 2.1.9 Championing workforce and organisational development issues ensuring adequate oversight of all workforce areas by the Board.
- 2.1.10 Monitoring key workforce metrics to ensure that the expected standards are being delivered;
- 2.1.11 Receiving reports to provide assurance around the compliance with legislation and regulations, including where necessary external sources of feedback as well as internal;
- 2.1.12 Considering workforce plans and improvement plans on behalf of the Board;
- 2.1.13 Liaising, where necessary, with other Board Committees on cross-committee issues relevant to the purpose of the People Committee; and
- 2.1.14 Receiving regular reports from the Strategic Workforce Committee.
- 2.1.15 The Committee will have the authority to commission reports on any topics or issues which are relevant to its remit, as set out in these terms of reference.
- 2.1.16 The People Committee will:
 - Monitor, scrutinise and, where appropriate, investigate any workforce activity considered to be within its terms of reference;
 - Obtain whatever advice it requires, including external professional advice if deemed necessary (and as advised by the Head of Corporate Governance) and may require Directors or other officers to attend meetings to provide such advice.

Author: Head of Corporate Governance Document Approved by: Chair of People Committee	Date: 24 February 2020 Version: V4
Agenda Item: 19	Page 2 of 5

3. Membership

- 3.1 The People Committee is comprised of at least three Non-Executive Directors appointed by the Board. One of these Non-Executive Directors will be appointed as Chair of the People Committee.
- 3.2 The following officers will be required to attend meetings of the People Committee on a standing invitation by the Chair:
- Chief Executive or Deputy Chief Executive
 - Director for People
 - Director of Strategy
 - Chief Operating Officer (or Deputy)
 - At least one of the Medical Director or the Director of Nursing and Midwifery will attend to provide clinical representation
 - Head of Corporate Governance
- 3.3 Nominated deputies may attend with the permission of the Committee Chair.
- 3.4 Other members of staff, including members of the divisional leadership teams will attend by invitation.

4. Quorum and attendance

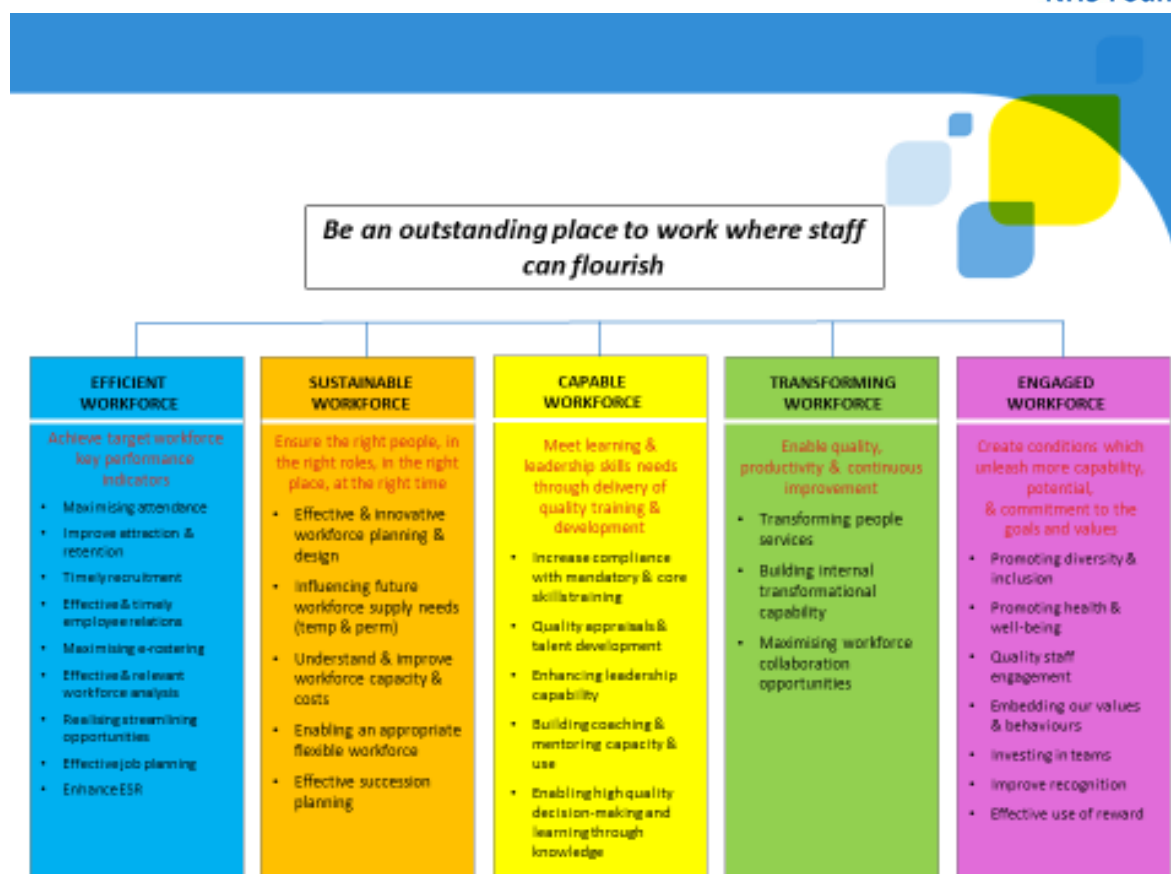
- 4.1 Business will only be conducted if the meeting is quorate. The Committee will be quorate with four voting members present, two of whom must be Non-Executive Directors.
- 4.2 Members will be required to attend a minimum of 80% of meetings.

5. Roles and responsibilities

The People Committee shall discharge the following duties on behalf of the Board of Directors:

- 5.1 Advising the Board on the people and organisational development agenda, taking into account relevant best practice and alignment with strategic objectives and values for the Trust;
- 5.2 Monitoring, and receiving assurance on, the key areas of the People strategy which will include but are not limited to:

Author: Head of Corporate Governance	Date: 24 February 2020
Document Approved by: Chair of People Committee	Version: V4
Agenda Item: 19	Page 3 of 5



5.3 Monitoring an agreed set of People-related Key Performance Indicators;

5.4 Reviewing other people and organisational development activity as requested by the Board.

6. Reporting

6.1 The Chair of the People Committee will, at the next available meeting of the Board, report on the activities of the Committee at its last meeting.

6.2 The Chair of the People Committee shall make whatever recommendations to the Board deemed by the Committee to be appropriate (on any area within the Committee's remit where disclosure, action or improvement are needed).

6.3 The Chair of the People Committee shall liaise with the Chairs of other Board Committees where necessary to ensure that cross-committee issues receive adequate oversight (by, for example, arranging to attend other Committee meetings).

7. Frequency

The Committee will meet at least four times a year. Additional meetings may be arranged as required.

8. Other Matters

8.1 The Head of Corporate Governance will be responsible for providing administrative and governance support to the Committee, including:

- Agreement of the agenda with the Chair and the Director for People
- Collation of the papers
- Taking the minutes and keeping a record of the matters arising and issues to be carried forward, and
- Advising the Committee on role and operation of the Committee.

8.2 The Committee will undertake an annual review of its performance against its Terms of Reference and work plan in order to evaluate the achievement of its objectives. The outcome of this review will be reported to the Board.

8.3 These Terms of Reference will be reviewed at least every year as part of the process of monitoring the Committee's effectiveness.

Terms of Reference approved by the People Committee on 24 February 2020

Ratified by the Board of Directors on TBC

Author: Head of Corporate Governance Document Approved by: Chair of People Committee	Date: 24 February 2020 Version: V4
Agenda Item: 19	Page 5 of 5

People Committee Work Plan 2020/2021

	30 June 2020	1 Oct 2020	13 Jan 2020	April 2021	June 2021	Oct 2021	Jan 2021
1.	Staff Engagement Report Director for People Staff Survey Report Director for People	Equality and Diversity Annual Report Director for People	Go Engage Report Director of People	Staff Engagement Report Director for People	Workforce Race Equality Standard Report Director for People	Guardian of Safe Working Hours Quarterly Update Guardian for Safe Working Hours/Medical Director	Guardian of Safe Working Hours Quarterly Update Guardian for Safe Working Hours/Medical Director
2.	Health and Wellbeing Report Director for People	Postgraduate Medical Education Report Director for People	Health and Wellbeing Report Director for People	Equality and Diversity Annual Report Director for People	Workforce Disability Equality Standard Report Director for People	Freedom to Speak Up Quarterly Report FTSU Guardian	Divisional Deep Dive
3.	Workforce Race Equality Standard Report Director for People Workforce Disability Equality Standard Report Director for People	Freedom to Speak Up Quarterly Report FTSU Guardian	Recruitment and ITR	Health and Wellbeing Annual Report Director for People	Divisional Deep Dive	Postgraduate Medical Education Report Director for People	Go Engage Report Director for People
4.	Freedom to Speak Up Annual Report Freedom to Speak Up Guardian	Guardian of Safe Working Hours Quarterly Update Guardian for Safe Working Hours/Medical Director	Guardian of Safe Working Hours Quarterly Update Guardian for Safe Working Hours/Medical Director	Review of HR KPI's Deputy Director for People	Freedom to Speak Up Annual Report Freedom to Speak Up Guardian	Review of Committee Effectiveness Head of Corporate Governance	Health and Wellbeing Report Director for People
5.	Update Report on People Indicators Director for People	Volunteers Strategy Director for People	Temporary Staffing Director for People	Guardian of Safe Working Hours Annual Report Guardian for Safe Working Hours/Medical Director	Equality Delivery System 2 Director for People (For information)	Review of Terms of Reference and Work Plan Head of Corporate Governance	Gender Pay Gap Director for People (annual report/submission)
6.	Equality Delivery System 2 Director for People (For information)	Review of Committee Effectiveness Review of Terms of Reference and Work Plan Head of Corporate Governance	Divisional Deep Dive	Post Graduate Medical Education Report Director for People	Update Report on People Indicators Director for People		Freedom to Speak Up Quarterly Report FTSU Guardian
7.			Freedom to Speak Up Quarterly Report FTSU Guardian	Staff Survey Report Director for People			
8.				Gender Pay Gap Director for People (annual report/submission)			

Standing agenda items:

People A3
 Staff Story
 Well Led Performance
 BAF and Risk Register Review
 SWC update
 Safer Staffing Report
 Divisional updates