

Report to:	Public Board of Directors	Agenda item:	11
Date of Meeting:	Wednesday 5 May 2021		

Title of Report:	People Committee Chair's Update Report
Status:	For information
Sponsor:	Anna Mealings, Non-Executive Director/Chair of the People Committee
Author:	Catherine Soan, Executive Assistant to the Director for People
Appendices	None

Purpose

To update the Board of Directors on the activity of the People Committee held on 21st April 2021.

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

Extended Board Assurance Framework discussion

The Head of Corporate Governance presented the revised format of the 2021/22 Board Assurance Framework (BAF), which was presented in draft. The Committee reviewed the controls and assurances on the strategic objective relating to the People Committee - 'Be an outstanding place to work where staff can flourish'.

Members of the Committee made some additions relating to sources of assurance which will be reviewed by the Head of Corporate Governance and Director for People.

Divisional Update – Estates and Facilities

The Committee received an update from the Director of Estates and Facilities which included:

- An improvement in sickness absence within the division was expected in the near future due to a number of long term sickness cases being resolved.
- There had unfortunately been a reduction in the response rate to the 2020 Staff Survey within the division as we were not able to provide the dedicated space for colleagues in the division to complete the survey due to social distancing guidance.

Author: Catherine Soan, Executive Assistant to the Director for People Document Approved by: Anna Mealings, Non-Executive Director & Chair of People Committee	Date: 28 April 2021 Version: Final
Agenda Item: 11	Page 1 of 4

- The data from the survey was still being analysed but early results show there was work to do to improve appraisal rates, especially within the cleaning team, a plan to do this was in place.
- Colleagues within Estates and Facilities were engaged in the Improving Together programme and looking forward to face to face improvement huddles being held again in the near future. The story of Jack's ladder previously told to Board and communicated around the Trust was a perfect example of the Improving Together methodology.

The Committee noted the report.

Guardian of Safe Working Hours Report

The Committee received an update from the Guardian of Safe Working Hours which included:

- The reduction in exception reports between January-April 2021 compared to October-December 2020 and the themes of the exception reports; the majority of which related to working patterns and hours. A plan to introduce a transformational response was being worked on.
- Other issues included rota gaps which impinge on the workload of junior doctors, recruitment to fill posts was ongoing.
- The Guardian of Safe Working had not imposed any fines for breach of working conditions.
- Colleagues were not generally reporting when they miss breaks; the Guardian of Safe Working was asking the Educational Supervisors to reiterate the importance of taking breaks as well as ensuring this important message was part of induction.

The Committee noted the report.

Civility and Kindness Project

The Committee received an update from the Head of Leadership and Engagement.

The project was now at stage 3; holding focus groups to listen to colleagues. Some powerful stories had been heard and due to the overwhelming response, additional sessions had been arranged as well as an online survey in order for colleagues to provide feedback in a variety of ways. A further report will be provided when the project moves to the next stage.

The Committee noted the report.

Survey Results 2020 – update on next steps

The Head of Leadership and Engagement presented an overview of the paper. The Committee noted that the next level of data was expected on 18th May 2021 which will enable the results to be viewed at department level. The Staff Survey Steering Group will analyse this data and ensure regular messaging across the Trust on the actions being taken. This also applies to the results of the quarterly Making a Difference survey (previously known as Go Engage). The Chair of the People Committee asked whether there were plans to cross reference the staff

survey data with other data such as Improving Together, patient safety, staff turnover to see if additional insights could be found. The Head of Leadership and Engagement confirmed that this was in the plan and some cross-referencing had already been done.

The Steering Group will be giving some focus on how we can improve the response rate to the surveys as the better the response rate the better the quality of the data of the survey reports.

The Committee noted the report.

Restorative Just Culture 2021

The Committee noted the progress of the review and look forward to receiving regular progress updates.

Review of Organisational Health KPI's

The Deputy Director for People introduced the draft outline People Strategy 2021-26 and Proposed People Performance Dashboard via a presentation. The dashboard had been developed by the workforce team to give important oversight and assurance on the strategic people themes and measures. The Deputy Director for People will be setting up engagement sessions with key stakeholders. Feedback from the Committee on the draft dashboard was very positive and members look forward to receiving an update at the next meeting.

Health and Wellbeing Guardian

The Committee reviewed the role profile for the Health and Wellbeing Guardian. The Trust was required to establish this role as guided by NHS E/I. It was nationally recommended that the role was undertaken by a member of the Board.

The recommendation to the Committee is the role is fulfilled by a Non-Executive Director. The Committee has requested this is explored further by the Board, noting the commitment of the role is estimated to be approximately 2-3 days a month.

Key Risks and their impact on the Organisation

None identified.

Key Decisions

The Committee:

- approved the Health and Wellbeing Strategy 2021-2026.
- recommended that the Board discuss the role profile of the Health and Wellbeing Guardian and the proposal that a Non-Executive Director undertake this role.

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 include:
--

- | |
|--|
| <ul style="list-style-type: none">· Workforce Race Equality Standard Report· Workforce Disability Equality Standard Report· Equality Delivery System 2 |
|--|

Recommendations

It is recommended that the Board of Directors note this report.
