

## Board of Directors (in Public)

**Item:** 5.1.4  
**Subject:** People Committee BAF Key Issues Report  
**Date of Meeting:** Tuesday 28<sup>th</sup> January 2020  
**Prepared by:** Sue Hodgkinson, Interim Director of People & Culture  
**Presented by:** Mark Jones, Chair of People Committee  
**Meeting Held:** 10<sup>th</sup> December 2019

Agenda Item	Lead Exec	Assurance Received	New/Emerging Risks	Actions/Comments
5.1	SH	Interim People Plan to support Team LHCH		<p>The Committee noted the presentation has been previously discussed at Operational Board, Exec Group meeting and Council of Governors.</p> <p>Themes and areas of focus in relation to strategic governance reporting and capacity of the teams were highlighted as key issues. This was alongside the current workload of both the HR and Education departments impacting on capacity to complete key pieces of work.</p>
5.2	SH	Interim NHS People Plan		<p>The Committee noted and received the paper and supporting appendices previously presented to the Board. The Committee agreed to receive a standing item update within the strategy section of the agenda on progress against the NHS People Plan and the implication for the Trust's 'Developing People' strategy.</p>

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				<p>Clarity was sought in relation to how the Committee will track quality and distribution of rankings; similarly for the OD and Education strategy. It was recognised that the Operational Work Plan is a thorough and an all-encompassing list but clarity is needed on how items to be prioritised (e.g. Car Parking, Equality, and Diversity) and how the reports to the Committee will be structured for reporting and assurance purposes.</p> <p>The Committee discussed how measuring performance as an assurance Committee and assurance was given that national and trust wide key performance indicators will have a refreshed reporting structure by April 2020.</p>
5.3	SH	Annual Equality, Diversity and Inclusion Update		<p>The Committee received the report and noted that due to timings of the Committee, the report has previously been presented to the Board. The paper provided an annual summary of key workforce developments in relation to the Trust's Equality, Diversity and Inclusion agenda and to demonstrate compliance with the Equality Act 2010 and Public Sector duties.</p> <p>As part of this agenda item, the committee reviewed the Workforce Race Equality Standard (WRES) which focuses on date in 2019 related to improving experiences of our Black, Asian &amp; Minority Ethnic (BAME) workforce. In addition, the Workforce Disability Standard (WDES) data was provided, which focuses on the data collated nationally regarding the experiences of our disabled workforce.</p>

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				<p>The committee discussed how recently, there had been a recent lack of focus and there is a need to engage and be visible to staff whilst also working on educating non-BAME staff about the reasons for the meetings.</p> <p>Consequently, the Committee agreed for an update to be given to People Committee every 6 months with the next update scheduled for June 2020.</p>
5.4	SH	Leadership, Education & Organisational Development Strategy Review		<p>The Committee received a paper informing the progress of the development of the Education Strategy, incorporating the Leadership and Organisational Development (OD) plans. Staff engagement is taking place including focus groups, survey and one to one discussion. Thematic analysis is being applied to the data and the draft strategy will be produced for discussion and ratification by Executive Team.</p> <p>The plan for the wider engagement and ratification of the draft strategy was agreed as follows:</p> <ul style="list-style-type: none"> <li>• To be presented to Executive Team in January 2020,</li> <li>• To be presented Ops Board in February 2020</li> <li>• And to be presented as a final strategy to People Committee in March 2020.</li> </ul> <p>The Committee agreed that the finalised strategy will be presented for ratification in March 2020 with key deliverables presented to the Committee to give clarity on how assurance can be given to deliver what is needed.</p>
5.5	SH	Overview of the new NHS Pensions Rules, Taxation & Options to support staff and service delivery		<p>The Committee noted the paper and the supporting appendices, and noted that this had also previously been presented to the Board but for governance purposes, the</p>

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				<p>Committee was receiving assurance. A verbal update on the current position, both locally and nationally was also provided.</p> <p>The Chair advised colleagues the People Committee could not progress this item at this stage. However the Committee will receive the paper and note significant workforce issues to be dealt with by the Trust.</p>
5.6	SH	Learning lessons to improve people practices		<p>The paper and proposed action plan had previously been presented to the Board but for governance purposes, the Committee will be monitoring progress against the plan.</p> <p>The Committee agreed that this is considered a critical issue for the organisation and there was agreement to monitor and receive assurance on a bi-monthly basis as a standard agenda item.</p> <p>The Chair requested to track cases for assurance and ensure the process is implemented a dashboard of current cases is needed.</p>
5.7	SH	2019/20 Q2 Strategic Objectives		Item noted and received.
6.1	SH	Annual Workforce planning process/sign off		<p>An overview of workforce planning activities on-going within the Trust was provided. This included our current position in relation to the submissions that all NHS providers are required to complete to support the Health and Care Partnership in submitting its Long Term Plan to NHSE/I.</p> <p>The Chair welcomed an interesting document and asked the Committee to receive and note the paper as way of assurance that a robust process is in place.</p>

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				There was discussion regarding the continued risk regarding retention and recruitment and the need for exit interview information. If the Trust is now finding it difficult to recruit it would be beneficial to try and understand why.
6.2	SH	Staff Survey 2019 overview and next steps		<p>The Committee received an overview of the Trust's plans in relation to the national NHS Staff Survey 2019. The Trust's 2019 feedback reports are anticipated in February 2020, with an update on the results and the actions to be provided to the Committee in March 2020.</p> <p>A formal report will also be required to be presented to the Board, once the embargo on the data has been lifted.</p>
7.1	SH	Career pathways		<p>Progress on the delivery of the Nursing Career Pathway was provided and assurance that the Nursing Career Pathway is one mechanism to address the Nursing Challenge as outlined in the NHS Interim People Plan.</p> <p>The Committee agreed to monitor actions and receive assurance at future meetings, including updates on the evolving document and evaluation in practice. There was also agreement that Specialist nurse (B8) and Research nurse (B7) are to be included in the pathways.</p>
8.1	SH	Team LHCH (including workforce KPIs and staff survey results correlation)		Key performance indicators were noted.
8.2	SH	Retention & Winter plan updates		The Committee were advised of plans to incentivise bank shifts for staff cover over the Winter period. The Committee were assured of the process to deal with winter pressures.
9.1	SH	Review of the Board Assurance		The Committee were assured on the revised ratings.

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		Framework		
9.2 & 9.3	SH	MIAA Audit Plan 2019/20 & People Committee Items for review, Staff Integrity Vetting		Committee members noted the plan to receive more oversight on the audit plan in 20/21 and the Staff Integrity Vetting report. The Committee were satisfied with the rating of Limited assurance given the Interim Director's experience of issues related to this audit. Assurance was received.
9.4	SH	HR, Learning, Education and Development External Review		The Committee were appraised of the external review and the planned feedback.