

Board of Directors (in Public)

Item: 6.1.1
Subject: People Committee BAF Key Issues Report
Date of Meeting: Tuesday 31st March 2020
Prepared by: Sue Hodgkinson, Interim Director of People & Culture
Presented by: Mark Jones, Chair of People Committee
Meeting Held: 3rd March 2020

Agenda Item	Lead Exec	Assurance Received	New/Emerging Risks	Actions/Comments
5	SH	Terms of Reference - Annual Review		<p>The Committee received the revised draft Terms of Reference. The Interim Director of People & Culture, Sue Hodgkinson, recommended a 6 monthly review as opposed to annual. The Chair asked for assurance on how that would fit in with Governance; assurance was provided in that the suggested timeframe had been proposed to the Director of Corporate Affairs who was satisfied with the recommendation to move from an annual review to 6 monthly on this occasion.</p> <p>The Chair asked the committee to think about what had been suggested and report back to The Interim Director of People & Culture with comments.</p>
6.1	SH	Interim People Plan to support Team LHCH		<p>The Committee noted and received the paper which provided assurance to the People Committee of the progress that has been undertaken since the December 2019 report on the Trust's Interim People Plan.</p>

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				<p>The Interim Director of People & Culture informed the Committee that significant progress has been made on the 41 actions identified within the plan, with 83% of the actions either being completed or in progress.</p> <p>The Committee were asked to note the number of areas not yet started due to the interim NHS National People Plan, all of which are in addition to business as usual activity.</p> <p>Concerns were raised in acknowledgement of the significant amount of work still to be done and in relation to the lack of engagement activities. Assurance was provided in that the team will be working quickly with activities coming up in May 2020.</p> <p>The Chair asked would it be better to wait until national clarity is received in May and adjust timings accordingly. The Interim Director of People and Culture noted that work has been based around the premise of a 6 month trajectory due to the Interim 6 month post and elements would be extended accordingly.</p>
6.2	SH	Interim NHS People Plan		<p>The Committee received a verbal update on the Interim NHS People Plan, which is due to be published 28th May 2020.</p> <p>The NHS People Plan refers to 5 core objectives:-</p> <ol style="list-style-type: none"> 1. Making the NHS the best place to work 2. Improving out Leadership culture 3. Addressing urgent workforce shortages in nursing 4. Delivering 21st century care 5. A new operating model for workforce

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				<p>The Committee were informed of the following changes that have happened:-</p> <ul style="list-style-type: none"> • What was originally core offer 'best place to work' has been changed to 'people promise' and will be launched • Significant investment has been put in place with 37 posts being established in each of the NHSEI regions
6.3	SH	Leadership, Education & Organisational Development Strategy		<p>The Committee received a paper which provided an overview of the national & local drivers that have influenced the development of the first draft of the LHCH Education, Leadership & OD Strategy.</p> <p>Several key themes emerged during the engagement with staff:</p> <ul style="list-style-type: none"> • Communication • Education for All • Leadership • Coaching & Mentoring • Facilities • Mandatory Training • Widening Access <p>The Committee noted the contents of the paper and were asked to share any comments.</p>
6.4	SH	Learning Lessons to improve People Practices		<p>The Committee received a paper which provided an update in relation to 'Improving People Practices' (IPP) at LHCH. The paper highlighted the progress to date with delivery of the key recommendations, which detailed further the Trust's actions in ensuring that people practices being consistent with Trust values; reflective of LHCH as a responsible and caring employer and</p>

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				<p>supportive of the ambition to be the best place to work.</p> <p>The Committee were informed that good progress has been made in relation to improving people practices at LHCH. There is still further significant work to do to ensure proposed changes become more than just revised processes, and instead facilitate real cultural change, embedded throughout the organisation in the way people think and how best to manage and support staff.</p> <p>The Committee noted the progress made and supported the contents of the report and action plan subject to a number of areas which the Head of HR will action.</p>
6.5	SH	2019/20 Q3 Strategic Objectives		Item noted and received. The Chair expressed thoughts on talent management and suggested it would be useful to see a report that tracked internal development. The Chair made reference to the potential challenge of doing so due to being a small trust. Item to be presented at June 2020 Committee.
6.6	SH	NHS Staff Survey 2019 – Feedback & Action Plan		Item noted and received. Detailed discussion took place on some of the feedback received.
7.1	SH	Annual Workforce Plan		Item noted and received.
8.1	SH	Appraisal Update		Item noted and received.
8.2	SH	Update on PACT		Verbal update received with refreshed PACT values and behaviours reflecting the 'People Promise' and other themes within the Interim People Plan. It is estimated that the new condensed version will be completed by the end of March 2020 and is being circulated to Operational Board.
9.1	SH	Team LHCH (including workforce KPIs and staff survey results correlation)	Bank Staff Mandatory Training	<p>Key performance indicators were noted.</p> <p>Discussion took place in light of the recent NHS Staff</p>

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				<p>Survey Results, the target attached to NHS being the best place to work was set at 76% and suggested the target should be 80%, which was acknowledged and agreed by the Committee.</p> <p>Further assurance in relation to mandatory training for bank staff would be provided at the June 2020 meeting alongside a proposed revised dashboard and indicators</p>
9.2	SH	Workforce Intelligence Review		The Committee were advised of progress against the workforce intelligence review. Feedback from the Committee was positive.
9.3	SH	Supporting Attendance, Sickness Assurance – Update and Action Plan		The Committee received and noted the paper, with assurance provided.
10.1	SH	Review of the Board Assurance Framework		The Committee were sighted that BAF will be readdressed, recognising changes in 2020/21.
10.2	SH	Review of Business Cycle 2020/21		Item was received and noted.
10.5	SH	Draft Reporting Structure		Item was received and noted.
10.6	SH	Committee Annual Evaluation		<p>The Chair presented an evaluation of the Committee which provided an overview of progress against each of the objectives set out within the Committee Terms of Reference. The evaluation concluded that the Committee had met all of its objectives.</p> <p>The Chair noted support of the People Delivery Group and the Interim Director of People and Culture assured the Committee that a People Governance & Performance Committee had been set up in addition to look at risks which was already benefit to the governance and accountability of the People teams.</p>