

Board of Directors (in Public)

Item: 6.1.4
Subject: People Committee BAF Key Issues Report
Date of Meeting: Tuesday 28th July 2020
Prepared by: Sue Hodgkinson, Interim Director of People & Culture
Presented by: Mark Jones, Chair of People Committee
Meeting Held: 9th June 2020 (E-Meeting)

Agenda Item	Lead Exec	Assurance Received	New/Emerging Risks	Actions/Comments
5	SH	Approved Terms of Reference - Annual Review		<p>This item was circulated as a starred item however, the People Committee were concerned that the ToR did not sufficiently address the need to seek assurance that the appropriate actions on supporting our Black, Asian & Minority Ethnic staff (BAME) are being taken.</p> <p>The Committee asked that monitoring of equality and diversity/BAME issues and actions to resolve these should be recognised in the 'Main Priority and Objective'. The Committee stated that it will be seeking assurance of the measures that address the issues that staff of an ethnic background face have been put in place, and seek clarity on what has changed.</p>
6.1	SH	Workforce Recovery Workstream		<p>The Committee welcomed the fact that the Workforce Recovery Stream was taking place and recognised the outline in the paper as a good statement of intent and that it was useful to see how it linked in with some of</p>

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				<p>the other workstreams.</p> <p>It was suggested that the workstream should address the need to be able to respond to a second peak should that happen, such as ensuring staff retain skills gained. The Committee acknowledged such point and agreed to follow this up as an action.</p>
7.2	SH	HR Quarterly Assurance Report		<p>The Committee received a new report detailing the priorities and delivery plan for the HR function. The Chair expressed that the clarity and structure of the HR Assurance and Education reports were helpful and gave recognition to the work put into it.</p> <p>It was highlighted that the NHS Staff Survey results indicated there were a number of areas where results were significantly lower than others and assurance was sought as to whether the Trust has a plan to prioritise support for those areas. It was suggested that robust plans would be required to address the areas identified requiring improvement. It was noted that those areas may require more support due to Covid.</p> <p>The Chair stressed the importance of reacting to the Staff Survey results and sought clarity in relation to this year's Staff Survey. It was stated that the intention will be to gather staff views in Autumn and national consideration has been given in relation to refreshing the survey questions, although concerns were raised in relation to changes may present a challenge in comparing to previous years. The expectation is that 2019 survey results will be reviewed in September 2020 as planned. However, it is anticipated that staff will have a different view to last year due to changes as a</p>

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				result of Covid. Therefore, a more appropriate route may be required such as adapting action plans to link in with Covid plans which would subsequently lead into questions for the next survey in October 2020.
7.3	SH	Education Quarterly Report		<p>The Committee received a new report detailing the priorities and delivery plan for the Education function. The Chair noted that the incredible workload that had fallen on the team through the crisis and congratulated them on their performance.</p> <p>The Committee were informed that different ways of working are being pursued, linked to the Digital Strategy and would be taken forward to the People Delivery Group.</p>
7.4	SH	COVID-19 Workforce Assurance Report		<p>The Committee received a paper providing assurance that robust and effective actions for People-related governance, delivery and decision making have been put in place within the Trust in response to the prevailing Level 4 national emergency arising from coronavirus (COVID-19).</p> <p>The paper, which is based on a template provided by Mersey Internal Audit Agency (MIAA) in late May 2020, described a framework against which to assess HR & Education governance arrangements in place for the organisation.</p> <p>The paper is included within as a supporting document to this Key Issues report.</p> <p>The Committee were impressed with the report and stated that the report was a very important addition to the Governance Record in relation to the actions that have</p>

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				<p>been and will be taken during the pandemic.</p> <p>The Committee requested further assurance regarding Black, Asian & Minority Ethnic staff (BAME) and the Chair invited comments to be shared:-</p> <p>The reduced induction timescale of inductions was highlighted and clarity was requested as to what has been removed. It was explained that a review had taken place and it was found that some induction sessions were available to complete via e-learning. In addition, a welcome pack has been developed detailing other parts such as Chaplaincy and Estates, along with contacts of specialist nurses to support with any questions. It is expected that the new streamlined induction would continue long-term.</p> <p>Assurance that appraisals for all staff would be taking place this year was sought. The Committee were informed that the appraisal window formally opened the first week in June 2020 and has been extended to 31st October 2020 from August; the new objectives have been updated.</p> <p>Assurance was sought in relation to Black, Asian & Minority Ethnic staff (BAME) risk assessments, particularly around redeployment, and staff engagement. Risk assessment reporting figures were shared, along with the breakdown of areas where staff are deployed.</p> <p>It was requested that risk assessments reporting in relation to our staff of ethnic origin be provided at future People Committee meetings to provide assurance.</p>

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8.0	SH	Board Assurance Framework (BAF)		<p>A review of the People related risks under the Board Assurance Framework was undertaken as a standing item. The Trust's inability to deliver the retention strategy was noted (4.4). However, concerns were raised in relation to potential challenges with recruitment and tighter immigration controls resulting from Brexit in that there was no mention of such risk within the Board Assurance Framework.</p> <p>The Committee were reminded that the document circulated was the 2019/20 Q4 position due to the delay as a result of COVID-19; assurance was provided in that international recruitment risks would be captured in the next iteration.</p>
9.1	RP	Trainee Doctor Update		<p>The Deputy CEO and Medical Director, Dr Raphael Perry provided a verbal update in support of the paper circulated. It was suggested that feedback would be positive if the GMC survey was to go ahead this year.</p> <p>The Committee acknowledged the vast improvements since the 'enhanced medical monitoring' and commented that changes in attitudes of some of the trainers should not be underestimated.</p> <p>The need for improved training and education facilities is critical and reference was made to Highfield House improvement works due to commence, with the first Project Board meeting commencing on 19th June 2020.</p> <p>The Committee were assured of the positive position.</p>
10.1	SH	Revised Business Cycle		<p>Item noted and received. The Chair proposed a paper be presented to the September People Committee to address the questions in support of Black, Asian &</p>

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				Minority Ethnic staff (BAME) as referenced in item 7.4. It was also noted that workforce recovery workstream would be added into the Business Cycle.
10.2	SH	Travel Subsistence Expense Review		Item noted and received.