

minutes

Item 5.1.1a*

E- Meeting of the People Committee

Minutes of the People Committee Meeting scheduled on Tuesday 9th June 2020

Meeting Participants:	N/A	
Committee Members:	Mark Jones (Chair) Bob Burgoyne (BB) Nick Brooks (NB) Sue Hodgkinson (SH) Sue Pemberton (SP) Ruth Dawson (RD) Vicki Wilson (VW) Dr Raphael Perry (RAP)	Non-Executive Director-Chair Non-Executive Director Non-Executive Director Interim Director of People and Culture Director of Nursing and Quality Head of Education Head of HR Deputy CEO and Medical Director
Committee Attendees:	Laura Forrest (LF)	Executive Assistant (Minutes)
Apologies:	None	

In accordance with the Trust's response to Covid-19, it was decided that face to face meetings were to be limited and therefore a system to enable business to be conducted by remote working was devised. The papers were produced as usual and in accordance with the business cycle and distributed on 2nd June 2020 by e-mail. A template was produced for each meeting participant to complete individually if they wished to make any comments following the review of papers.

A Microsoft Teams meeting was convened on 9th June 2020 between Committee members to discuss the comments and questions presented by e-mail. A summary of key issues raised and decisions made are documented below as minutes of the meeting, and individual participant's comments have been retained on file in support of the minutes.

Action

1. Apologies for Absence

All meeting participants were included in the e-meeting and in attendance at the Microsoft Teams meeting. No apologies were received and the meeting was deemed to be quorate.

2. Declarations of Interest

All meeting participants had been asked to declare any interests in respect of items listed on the agenda. All participants declared that they had no interests.

3. Minutes of the Meeting held on 3rd March 2020

The feedback received in relation to the previous minutes was that they were too detailed and lengthy. The Chair acknowledged comments and informed the Committee that a structure has been discussed with SH to take forward for future meetings.

4. Action Log

Action 1- E&I Strategy Update

Business Cycle to be updated to show a Bi-Annual BAME Staff Engagement Update; first update scheduled for June 2020.

09/06/20 update: Revised date of September 2020 due to Covid-19 delay.

Action 2- Workforce Plan

12/03/2019: Trust to present a scope to assess the review bank rates to ensure equity within the Trust.

10/03/2020 update: The Chair expressed a desire to understand the review and details with clear measures at the next meeting.

09/06/20 update: Revised date of September 2020 due to Covid-19 delay.

Action 3- Terms of Reference – Annual Review

Committee to report back to The Interim Director of People & Culture with comments in relation to suggested timescales. Draft ToR to be sent to committee members, excluding track changes.

09/06/20 update: Action complete and closed.

Action 4- Learning Lessons to improve People Practices

Improvements to be made to Learning Lessons to simplify People Practices Action Plan.

09/06/20 update: Revised date of December 2020 due to Covid-19 delay.

Action 5- 2019/20 Q3 Strategic Objectives

SH to present a talent management report at the next meeting.

09/06/20 update: Revised date of December 2020 due to Covid-19 delay.

Action 6- Annual Workforce Plan

Share data by profession breakdown.

09/06/20 update: Revised date of December 2020 due to Covid-19 delay.

Action 7- Appraisal Update

Share 2019 results at the next meeting.

09/06/20 update: Revised date of December 2020 due to Covid-19 delay.

Action 8- Team LHCH Dashboard

Provide assurance in relation to mandatory training for bank staff at the next meeting.

09/06/20 update: Revised date of September 2020 due to Covid-19 delay.

5. Approved Terms of Reference Annual Review

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.

ACTION: 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' (paragraph 3). Further that in 4.1.3 and paragraph 6, clarity is needed that People Committee will be seeking assurance of measures that address the issues that staff of an ethnic background face have been put in place, and clarity on what has changed on the ground.

SH

The Chair raised membership of the Committee and stated that the core membership of assurance committees are the relevant Executive Directors and Non-Executive Directors appointed by the Trust's Chair. The Chair informed the Committee that there was no objection to a well briefed deputy attending on few occasions, and the routine attendance of SME's (whose inputs are valued highly) provided that their roles are recognised appropriately.

6. Strategy

6.1 Workforce Recovery Workstream

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 is was useful to see how it linked in with some of the other workstreams.

The Chair invited Sue Pemberton, Director of Nursing and Quality and Bob Burgoyne, Non-Executive Director, to share with the Committee their points raised on the individual feedback forms submitted in advance of the meeting:-

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 up as an action.

ACTION: Terms of Reference to include a statement outlining how the Trust will help prepare the workforce to be able to respond quickly to a second wave and highlight the role of the Education team.

SH

In relation to Psychological recovery of staff it was queried whether the mid to long term situation would be supported with help from Merseycare and further, confirmation was sought as to whether the in-house Psychology team would be included in the plan.

Sue Hodgkinson, Interim Director of People and Culture, provided assurance in that the Trust is fully engaged with Merseycare which is scheduled to be re-assessed at the end of July 2020; plan to provide further assurance at the next People Committee meeting in September 2020. In relation to the in-house psychological team, assurance was provided in that there has been a clear message from the executive team that the current service level provided is not acceptable; there is a

clear focus on improvement however, the core priority being patient support.

The Chair stated that he regarded this as an executive led workstream that ultimately would be presented to the Board and therefore People Committee would not be involved at this stage. Downstream from Board approval and implementation of the plan, People Committee should seek assurance that the agreed actions that impact workforce meet the objectives set for them by the Board.

ACTION: The Chair requested that SH bring this item back to the People Committee in September 2020 to provide a robust update.

SH

Further assurance was sought as to whether the workstream would address new ways of working such as remote meetings, online consultations and to include training to all staff to ensure best use of technologies.

SH provided assurance that the Trust is in the process of developing an agile working policy.

7. Dashboards – Workforce Intelligence

7.1 Workforce KPI Dashboard

This item was not available at the time of the meeting.

Assurance Reports

7.2 HR Quarterly Assurance Report

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.

Members of the Committee raised some points and the Chair invited comments to be shared:-

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.

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 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.

It was acknowledged that the Trust is in a different place compared to last year and it was agreed that maintaining momentum is important.

7.3 Education Quarterly Report

The Chair noted that the incredible workload that had fallen on the team through the crisis and congratulated them on their performance.

The Chair also noted that the paper had highlighted the need for extra resource during the recovery phase and stated that whilst the role of the People Committee was not too operational from an assurance perspective, was concerned that without the extra support, PACT and Fit Testing may be compromised.

The Committee were informed that different ways of working are being pursued, linked to the Digital Strategy and would be taken forward to Operational Group.

7.4 COVID-19 Assurance Report

The Chair was 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 been and will be taken during the pandemic.

The Committee requested further assurance regarding Black, Asian & Minority Ethnic staff (BAME) and the Chair invited comments to be shared:-

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.

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.

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. Assurance that progress has been made and redeployment made where required was provided and explanation in relation to timescales of engagement sessions. Of 149 risk assessments, three staff members have been redeployed to lower risk areas. It was noted that 18 medical BAME staff had declined having a risk assessment undertaken and others not able to be carried out were due to staff shielding, or career break. It was noted that although the figures suggest there are risk assessments outstanding, there were reasons why.

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. This may also potentially be beneficial for the Board.

ACTION: Reporting be provided at future People committee meetings to provide assurance on how we are supporting our staff from an ethnic background.

SH

8. Workforce Risks

Board Assurance Framework (BAF)

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.

The Committee were reminded that the document circulated was the 2019/20 Q4 position; assurance was provided in that international recruitment risks would be captured in the next iteration.

9. Developing People

9.1 Trainee Doctor Update

The Deputy CEO and Medical Director, Dr Raphael Perry provided a verbal update in support of the paper circulated in the meeting pack. It was suggested that feedback would be positive if the GMC survey was to go ahead this year.

The Chair recognised the vast improvements since the 'enhanced medical monitoring' and commented that changes in attitudes of some of the trainers should not be underestimated.

It was requested that recognition for the individuals who have led the changes be formally noted.

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.

The Committee were assured of the positive position.

10. Governance

10.1 Revised Business Cycle

The Chair proposed a paper be presented to the September People Committee to address the questions in support of Black, Asian & 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 and the Committee were asked to review and provide any comments.

10.2 Travel Subsistence Expense Review

The Chair expressed that this item would be more appropriately addressed at the Audit Committee and stated that this would be raised with The Trust's Chair, Neil Large.

11. Evaluation of Meeting

The Chair asked the Committee to provide any comments in relation to the structure of the meeting which may be helpful to People Committee and other Assurance Committee Chair's.

The overall feedback from the Committee was that the meeting was found to be very efficient with the combination of the template in advance followed by a short meeting with focussed discussion. Non-Executive Directors were thanked for their contribution and comments.

12. Date and Time of Next Meeting:

Tuesday 8th September 2020, 12.00 – 14.00.