

Board of Directors (in Public)

Item 6.1.2a

Subject: People Committee BAF Key Issues Report
Date of Meeting: 24th September 2024
Presented by: Margaret Carney, Chair of People Committee
Meeting Held: 9th September 2024 (E-Meeting)

This report sets out the key assurances, risks and actions from the recent People Committee meeting. Areas for escalation to the Board of Directors are included below as required.

Agenda Item	Lead Exec	Assurance Received	New/ Emerging Risks	Actions/ Comments
5. Dashboard - SOF format/workforce KPIs	JR	Appraisals – 78.8%. Mandatory training – 94.9%. Turnover – 10.36%. Sickness – 5.7% which is an increase on previous months.	Increase in sickness	Deep dive into sickness planned for 30 th September 2024.
5.2 Sickness KPI review		Proposal of new sickness KPI – from 3.4% target to 4.5% target.		Proposal was approved.
6.1 National workforce update		AFC pay award – 5.5% backdated to April. Relaunch of “Be Civil, Be Kind” campaign. Focus on workforce and temporary staffing spend, non-pay costs and undelivered CIP.	Financially behind plan but forecast to reach annual target.	
6.2 People Delivery Group – (Verbal Update)		Focus on Staff Survey to be released 30 th September, Managers Essentials programme launched and in line with national requirements. Flexible working campaign launched.		Well attended meeting with good interaction
6.3 Safer Staffing Annual Report		Assurance that the Trust have accurate staffing levels on wards including a good mix of knowledge and skills to provide appropriate levels care to patients.		

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		Receive more compliment letters than complaint letters.		
6.4 Quarterly HR and L&D Assurance Report		Mandatory training – 94.9%. Oliver McGowan training – 92%. Bank staff mandatory training increase from 65% to 85%.		Working with managers and Executive Leads to support improvements in the Non-clinical support division for appraisals.
6.5 Key Issues EDIB Steering Group		A banner has been produced to support staff who want to report any racist behaviour. The banners will be distributed across the Trust.		QR Code and website easily accessible via banner with all information on support available.
7.1 Board Assurance Framework (BAF)		Dates were added into the BAF to show timelines. The committee approved the Board Assurance Framework.		
7.2 Trainee Doctor Survey Action Plan/DME Update (GMC Survey)		90.2% of eligible doctors in training in the Trust completed the survey for trainees, along with 65.9% of consultants registered with the GMC as an Educational Supervisor who completed the trainer survey. 24-hour food service now available.		Action plans have been developed to take forward into each department which are achievable.
7.3 Employee Relations Annual report, including 6 months IPP		Decrease in overall volume of ER cases but increase in complexity. Stage 4 sickness hearings have increased but a review of managing attendance policy should support colleagues so this should reduce.		Review of the Managing Attendance at Work Policy complete, just governance process to complete.
7.4 NHS Standard Contract Equality Reporting requirements		Trust met all reporting requirements as set out in the NHS Standard Contract and compliance with national EDI requirements.		

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9. AOB		<p>Occupational Health contract with Optima Health expires on the 31st January 2025. Joint tender with Alder Hey now open to providers who wish to bid.</p> <p>Payroll contract will be renewed with Merseyside and West Lancashire NHS Trust for 12 months. Part of C&M wide work for all Trust to join which will reduce price per pay slip.</p>		