

Red	Amber	Green
No Assurance	Limited Assurance	Significant Assurance

Name of Meeting:	People Committee
Date of Meeting:	29 July 2020
Prepared by:	Melanie Hudson, Non-Executive Director/Chair of Committee

Key Highlights from the meeting		
	Highlight	RAG Rating
1.	People story – feedback from two of the international nurses giving the Committee feedback in relation to the early experiences working at Airedale NHS Foundation Trust. There was a good level of assurance received by the Committee that they had been well supported throughout the induction period and beyond.	A
2.	The Committee received its first Apprenticeship Activity report outlining progress made developing apprentice roles and how the levy pot had been spent to date. The funding is not currently being fully utilised and a further report is to be received outlining the Trust plans to expand apprenticeship schemes over the next 2-3 years.	A
3.	The Committee received a revised Nursing Workforce plan which was much clearer than the Committee had previously received and provided the right level of information to assist in gaining appropriate levels of understanding and assurance. (The rating still remains Amber due to the issue around the future cohorts of international nurses, referenced at 1 in the Emerging Risk section.)	A

Assurances gained at the meeting		
	Assurance	RAG Rating
1.	The Committee was assured that the international nurses were being well supported by the Trust during a difficult period, and that the feedback was broadly positive. Communication was good and the level of training and mentorship was evident. However, there were some concerns about the preparedness of those arriving during the pandemic and although this could not have been foreseen, lessons learned will be taken forward for the next cohorts arriving at the Trust.	A
2.	The Committee approved the WRES and WDES reports for publication. The Committee was assured that the detailed action plan would be presented to the Committee for further review at its meeting in September once the results had been considered by the staff network and the Inclusion Group.	G
3.	A report was provided outlining the Trust's approach the People Risk Reduction Framework and individual risk assessments for colleagues who had been identified as at risk of severe illness from COVID-19. The Committee was assured the process followed was about supporting and engaging with colleagues on this important issue and that multiple opportunities had been provided for colleagues to engage in the process.	A
4.	The Committee considered the People Strategy Year 1 implementation plan and areas of focus. This was supported by the Committee and reports on a 6 monthly basis will be provided to the Committee on progress made.	G

Issues or emerging risks		
	Issues or emerging risks	RAG Rating
1.	Nursing recruitment/International recruitment – this risk had been reduced on the high level people risk register. However, the Committee has asked that this be reviewed in the light of the impact of COVID-19 on overseas recruitment as there is a high level of dependency in the nursing workforce plans which, in addition to the potential impact of wellbeing of current staff, gave the Committee concern. There is also concern that future cohorts of international nurses might be delayed and impact on the Trusts ability to deliver the plan. Further work to take place between the chairs of People and Quality Committees to ensure that any areas of concern were appropriately discussed at the relevant Committee.	A
2.	It was highlighted to the Committee as part of the people story that there was a concern raised by private landlords about international nurses renting accommodation and that the Trust had worked hard with letting agents to identify appropriate accommodation for colleagues. The International Nurse Recruitment group will continue to monitor this as further cohorts join the Trust.	A
3.	Integrated performance report – People – The Committee was advised that a decision had been taken to rebuild ESR over the summer period, to align the data with the new divisional structures and the finance ledger. This would provide improved data quality for the Trust and the Board. However, in the short term during August and September People data would not be available for consideration. The Committee supported this approach to improvement and acknowledged the risk of emergent issues whilst reporting was paused.	A
4.	Staff wellbeing is an on-going concern and information was provided to the People Committee in relation to the data being considered at a cross section of meetings as well as the wide range of approaches that are being taken to support colleagues. The Committee remain concerned about the risk of increased absence due to the delayed impact of colleagues working through the initial phase of COVID-19.	A
5.	The high level people risks and BAF were also considered by the Committee and assurances obtained on the actions being taken by the Trust to mitigate these operational and strategic risks.	A

Any other comments

The Committee meeting discussed a wide range of information in relation to the medical workforce which will be considered at future meetings in a new format, now that the recruitment of the permanent Medical Director had taken place.

In addition the Committee also considered increasing the meetings from 6 to 8 per year to ensure timely delivery and oversight on the key elements within the work plan. This was supported by Committee members.