

Red	Amber	Green
No Assurance	Limited Assurance	Significant Assurance

<b>Name of Meeting:</b>	People Committee
<b>Date of Meeting:</b>	30 September 2020
<b>Prepared by:</b>	Melanie Hudson – Non-Executive Director/Chair of People Committee

Key Highlights from the meeting		
	Highlight	RAG Rating
1.	People Story. The Committee heard a very detailed story from a member of the Trust talking about the impact of the restrictions relating to working during the current COVID-19 situation, in the light of both a disability and having severe claustrophobia which meant she was unable to wear a face mask and, therefore, work in the Trust at the moment. The Committee felt assured that a detailed risk assessment process had taken place, in line with Trust policy; however the two way communications and detailed understanding of the impact of having to work at home alone, had not been fully understood. The Committee felt that there was some important learning to take away and also agreed that the issue of the inability to wear a face mask due to a wider range of conditions needed further exploration both within and external to the Trust to see if alternative solutions can be found on a case by case basis.	A
2.	Two areas of the Trust presented to the Committee the work which had taken place following the staff survey results. The committee heard from the nursing teams in AAU/ED about the work which had taken place to change the way the teams were led, to review the establishment, and talked about the significant changes which had taken place over a two year period. The second area of feedback came from Radiology who had seen a significant dip in their survey results. A great deal of work had taken place particularly by the leaders to reflect and change their style and with appropriate support and training, there were already significant improvements being seen across the department. The journey had obviously been challenging but the impact on the team and recruitment and retention was already evident.	A
3.	Integrated Pathology Solutions – People Plan update. Following the paper which had been received by Board, and a report to an earlier People Committee, there had been significant concern about levels of morale, turnover and absence and a deep dive piece of work had been taking place. The Committee received a detailed update and was assured that the progress was being made in all areas and corresponding improvements in people metrics were evident. People Committee requested a further up-date report in January 2021.	A

Assurances gained at the meeting		
	Assurance	RAG Rating
1.	The Committee was asked to review the revised Workforce Race Equality Standard (WRES) and Workforce Disability Equality Standard (WDES) action plans and work plan recommendations and felt assured that good progress was being made with	A

	developments across the Trust in partnership with staff networks, the inclusion group and the People and OD team.	
2.	The Committee approved the year one implementation plan for the People Strategy, and strategic KPIs to be measured through People Committee, and felt that this would give them the information to understand the progress that was being made on a bi-annual basis.	G
3.	The work that had taken place to review and cleanse the Electronic Staff Record (ESR) data relating to people was a positive step and as a result the risk rating had reduced from 15 down to 9.	A
4	The Committee were provided with an up-date on the Staff Friends and Family Test reporting for Quarter 1. There were significant improvements in staff recommending the Trust as a place to work and a place to receive care, in the context of the initial response to COVID-19.	G
5	The Freedom To Speak Up review tool was considered by the Committee and the associated action plan and progress will be monitored on a bi-annual basis by the Committee.	A
6	The Workforce plan associated with the Trusts reset, winter and Covid response were considered by the Committee. There was recognition that to deliver all of the workforce demand would be challenging, however, the Committee were assured that there were plans in place to maximise the temporary staffing capacity and triggers that would inform decision making to pause some services if needed to respond to demand.	A

Issues or emerging risks		
	Issues or emerging risks	RAG Rating
1.	Mandatory training. Although many areas had high levels of compliance there were still pockets of the Trust where desired levels of mandatory training have not been achieved. There was some concern relating to capacity to deliver and methods of delivery. The Committee were informed that this is a key area of review and was not presenting any significant risk.	A

Any other comments	
<p>The Committee received a detailed report on the nursing workforce, reset and midwifery bi-annual staffing report. Whilst no new risks were identified, the ongoing impact of reset, COVID-19 and the reliance on international staff recruitment needed careful monitoring moving forwards. The overlap between the People Committee and Quality &amp; Safety Committee was also discussed and the Chair advised the meeting that there were regular Committee Chairs' meetings where these areas would be discussed, to ensure that a robust process of assurance was taking place.</p> <p>The Committee also reflected that the decision to add extra meetings to the cycle was the right one at this stage as the agendas were lengthy and that they needed to be able to ensure all items were given the attention they needed. This was identified during the review of the meeting.</p>	