Agenda item: 19c

The Queen Elizabeth Hospital King's Lynn
NHS Foundation Trust

Committee Chair's Assurance Report

Report to:	Board of Directors (in Public)
Date of meeting:	4 May 2021
Title of Report:	Assurance Report from the People Committee
Recommendation:	For assurance
Chair:	Simon Roberts, Non-Executive Director
Purpose:	The report summarises the assurances received, approvals, recommendations and decisions made by the Trust's People Committee at its meeting on **21 April 2021.**
Background:	The Committee meets monthly and provides assurance on the overarching strategy for People, workforce activity, staff experience and engagement, recruitment and retention strategy, culture and organisational development strategy, leadership, training and development within the hospital.
Item for Assurance	The Committee received a candid insight from the Lead Nurse and Security team involved in the Trust's Covid Vaccination Programme. It was recognised by the Committee that not only was this a great achievement in terms of rapid deployment and efficient processing, but also in terms of the collaboration, teamwork and sense of achievement felt by the teams across the Trust. A real showcase of the Trust values.
Item for Assurance	The Committee received an update from the Medicine Division and was assured that a significant turnaround across all key People metrics is evident over the past 3 years. Staff engagement and activities to develop the culture and staff wellness in the Division was evidenced in a very positive staff survey feedback.
Item for Assurance	The Committee received an update on the People Recovery and Restoration Plan. Whilst it was acknowledged this was a helpful summary, it now needs to be embedded within the People Plan and additional care taken to ensure we achieve the correct balance between being mindful of staff wellness and the need to drive forward the Trust's recovery plan.
Item for Assurance	The Committee reviewed the Corporate Strategy Quarterly Report for SO3 and SO6 and the People Plan Quarterly Report. It was assured that there is a lot to be proud of in terms of the progress made in these areas despite the pandemic. It was recognised that there is still work to do in terms of continuing to drive focus on appraisals, sickness and AHP recruitment but it is evident that there are plans in place to address these. The Committee observed that now the workforce metrics were stabilising we should begin to triangulate this with improvements in standards of patient care. In addition, it was requested that the

	reporting structure is simplified to reduce volume and duplication of reporting. The Committee did note some inconsistencies in terms of the RAG rating between the two reports (in relation to sickness and appraisals) and asked that this be reviewed carefully such that future reports demonstrate closer alignment and consistency.
Item for Assurance	The Committee was assured that good progress had been made in re-establishing the formal role of the People Executive Group (PEG) as the operational delivery arm of the People Committee and was pleased to receive a good assurance report.
Item for Assurance	The Committee Effectiveness report was acknowledged, amendments made to the TOR which was approved to go to Board for sign off. The annual report was approved as a fair, accurate and reasonable summary of activities for 2020 and going forward the Board will confirm if it is required for 2021.
Item for Escalation	The Committee was assured by the well- established programme of activities in place to drive cultural improvements and staff engagement. The committee has requested further assurance on the measured impact in the Trust of the activities in terms of key performance metrics and methods to identify how the business areas are building their own improvement plans in addition to the Trust wide programme. In addition, it requested more regular updates on the EDI strategy development and action plan to improve WRES and WDES metrics specifically.
Item for Escalation	The Committee was assured by the progress made and improvements in Workforce Metrics, including an improvement in the employee relations responsiveness. It also acknowledged the ongoing improvements in reporting to provide greater assurance in these areas, whilst at the same time noting further work is needed to achieve overall compliance, notably in meeting the 4% staff sickness target and 95% appraisal target. There remain areas of concern, notably in the lack of progress over the last month to complete the final 16 job plans and the ongoing challenges for AHP recruitment.
Item for Escalation	The Committee requested further assurance on the risk mitigation plans for each Trust Division if EU staff members do not retain their right to work in the UK. Report to be brought to future meetings as part of the Workforce Metrics paper.
Risks to refer to risk register	**None**
Other items of business	**None**

Attendance record:

Attendees:
S Roberts – Non-Executive Director and Committee Chair
D Dickinson – Non-Executive Director
A Brown – Non-Executive Director
L Skaife-Knight – Deputy CEO
J Humphries – Director of People
C Castleton – Deputy Director of HR
E Tabay – Deputy Chief Nurse

Invitees:
Dr G Raghuraman – Deputy Medical Director
C Kent – Head of Organisational Culture
A Weir – Head of Staff Engagement

Observers:
J Dossetor, P Hipkin – Governors

Minute taker:
S Gilder – Support Manager