Agenda Item 9c

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:	2 August 2022
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 **20 July 2022.**
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	**Staff Story – Dietetics Team** The Committee received a presentation from the Head of Dietetics which demonstrated the individual impact made and the leadership style which was supported by the team. The presentation highlighted the integration and successful working in line with place based and integrated care and that the team were true enablers in making this happen
Item for Assurance	**Divisional Presentation – Clinical Support Services** The presentation demonstrated the engagement and changes in practice, insight into the challenges within the Division, and the demonstrable benefits of the cultural changes being made alongside a view of both transformational and transactional activities taking place. The Division showed a grip in relation to staff sickness and setting realistic targets for the workforce KPIs and reflections in current challenges in relation to high levels of turnover and vacancies.
Item for Assurance	**Workforce Planning: Medical Staffing Update including Job Planning** The Committee endorsed the approach that has been adopted based on assessing service requirements and the development of team-based job plans. However, the Committee was partially assured due to the high number of job plans that remain outstanding and the steep trajectory that needs to be achieved over the coming months so as to ensure these are in place. The Committee was re-assured that appropriate resources are in place to address this.

Item for Assurance	**Guardian of Safe Working Quarterly Report (April-June 2022)** The Committee received the report and were assured that although more exceptions had been highlighted, there were actions in place to address this and that an increased level of reporting reflects openness and transparency.
Item for Assurance **Item for Escalation**	**Quarter 1 – Year 3 Corporate Strategy Priorities SO3 & 6** The Committee welcomed the new style report and recognised the achievements against the priorities and KPIs. However, the Committee challenged the reporting against KSO3 (currently shown as green/on target) as it seemed to be at odds with known challenges in improving levels of staff engagement as reflected in the 2021 NSS and the recent pulse survey. The Committee requested that more measurable metrics are developed so as to provide greater assurance on the impact of the measures deployed.
Item for Assurance	**Staff Experience and Wellbeing: Staff Survey Action Plan and Pulse Surveys** The Committee was assured that there was more breadth and depth to the action planning through the shared approach to the actions required. The Committee accepted the challenge about how board and senior managers should take every opportunity to demonstrate the values of the Trust and became more visible.
Item for Assurance **Item for Escalation**	**Workforce Integrated Performance Report** Partial assurance was received in relation to the management of sickness and the changes in practice against the management of appraisals and mandatory training. Concern remained in relation to the number of seriously overdue appraisals, the differential between financial and people establishment data and the understanding of the drivers and causes of current high levels of vacancies and staff turnover.
Item for Escalation	**Workforce Planning: Resourcing and Retention** Linked to the previous item, whilst it was acknowledged there was work ongoing and the report highlighted this, concern remained in relation to the differential between financial and people establishment data and the understanding of the drivers and causes of the current high vacancy and staff turnover rates and the impact this has on delivery of patient care. The Committee also queried the reflection in the Paper concerning the risks around workforce and that this needs to be reflected in the BAF & Risk Register.
Item for Assurance **Item for Escalation**	**Significant Risk and BAF Report** The Committee acknowledged that work was on-going following the informal People Committee in June so as to ensure all risks relating to workforce are identified and defined in accordance with their impact on the delivery of the People Plan. In the meantime, The Committee is not assured that the significant risks as currently defined on the risk register represent a full reflection of factors that may impact on the delivery of KSOs 3&6.

Item for Assurance	**Compliance Report** The Committee was assured that the report demonstrated the actions taken to address the items in the compliance programme.
Item for Assurance	**Internal Audit Action Plan** The Committee acknowledged there was one overdue item against the plan but were assured the actions were in place to address this and the recommendations within the audit reports were being met.
Risks to refer to risk register	**None**
Other items of business	**None**

Attendance record:

Attendees:
S Roberts – Non-Executive Director and Committee Chair
A Brown – Non-Executive Director
J Schneider – Non-Executive Director
L Skaife-Knight – Deputy CEO

Invitees:
C Castleton – Deputy Director of People
K McGuire – Deputy Chief Nurse
T Wickington – Deputy Director of Patient Safety (for LN)
A Clark – Head of Dietetics (agenda item 3)
H Lodge – Clinical Support Services Head of Nursing (agenda item 4)
G Raghuraman – Acting Medical Director (agenda items 5 & 6)
AJ Weir – Head of Staff Engagement (agenda item 12)

C Shaw – CEO
G Ward – Acting Trust Chairman

Apologies:
J Humphries – Director of People
A Webster – Chief Nurse
L Notley – Director of Patient Safety

Observers:
J Dossetor, P Hipkin – Governors

Minute taker:
L Preston – Board/Committee Administrator