Agenda item: 21d

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:	5 October 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 22 September 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	**Staff Story – Health & Wellbeing (Clinical Psychology)** The Committee received an informative and uplifting update from Dr Jo Burrell (Head of the Clinical Psychology Service) regarding the support the team provides to staff and patients. It was acknowledged that Clinical Psychology played a pivotal role throughout the pandemic and their tireless support for innovative ways to deliver the service in difficult conditions was applauded.
Item for Assurance	**Wellbeing Guardian** The Committee were assured that there are robust plans in place to develop and embed the role of the Wellbeing Guardian (as a non-executive Director lead), Health and Wellbeing Champions and Health and Wellbeing Conversations with staff in line with the national NHS People Plan objectives. It was noted that this aligns very closely to achievement of existing strategic objectives and the Committee were assured of the Trust's commitment to a wellbeing culture for staff as part of its Staff Engagement Programme and strengthening this work further in the year to come.
Item for Escalation	**Integrated Staff Wellness Service Tender** The Committee received an update on the Integrated Staff Wellbeing tender which will involve the development of a new and improved hybrid approach to staff wellness, which includes Occupational Health (OH) and will bring QEH's staff wellness services under one umbrella. By engaging with a third party, an improved and more responsive service will be provided for the routine elements of OH provision. The Committee was concerned to note that the timescales for delivery are expected to slip from January 2022 to March 2022 to align with the new budget year if

	we engage with the ICS and third party provision. The Committee requested close involvement from the Wellbeing Guardian along with a detailed plan of implementation that will be overseen by the Task and finish Group.
Item for Assurance	**Divisional Presentation - Finance** The Committee received an excellent presentation from the Finance Team where it was recognised that there has been a step change in terms of action, ambition, engagement and team development over the past 2 years. The Committee were extremely impressed with the professional and personal development programmes being introduced in the team and, whilst there is still work to do, the actions needed are in place to continue to build on the exceptional work to date to further improve morale, team work and engagement.
Item for Assurance	**Staff Survey Results Update Including Action Plan** The Committee remain assured about the workplan in place to continuously drive staff engagement and noted the well-advanced work underway in preparation for the 2021 National Staff Survey which launches on 27 September 2021. The Committee was further assured by the Grant Thornton Internal audit which gave a Significant Assurance rating for the Trust's workplan and approach to monitoring the Staff Engagement Programme and National Staff Survey action plan.
Item for Escalation	**Quarterly Pulse Survey Results** The Committee were disappointed to receive the results of the quarter Speak Up themed staff pulse survey which reflected that staff are less confident action will be taken if they speak up and fear repercussions if they do so. However, it was acknowledged that context is important, notably that the survey was on the back of the pandemic where it was not possible for the FTSU Guardian to be present in the Trust. It was also recognised that these results are consistent with the latest National Staff Survey Results and National Index scores for Speak Up, where it is recognised there is more work to do. The Trust has completed the Internal audit recommendations and these actions now need time to become fully embedded. From 27 September 2021, FTSU presence will increase from 30 hours-120 hours per month, with a new hybrid model in place to support the speak up agenda. The next insight into progress will be through the results of the 2021 National Staff Survey in early 2022, prior to this annual pulse survey being repeated in Quarter Two of 2022.
Item for Assurance	**Equality, Diversity and Inclusion (EDI) including WRES/WDES** The Committee received a report on the recent publication of Workforce Race Equality Standard and Workforce Disability Equality Standard (WRES/WDES) indicators and acknowledged that significant improvements had been made, specifically with the reduction in BAME staff feeling bullied or harassed by other members of staff. It heard several examples of how the Trust is encouraging staff to speak out when they see this happening both with staff and patients. The Committee requested a simplified version of this report going forward and it was confirmed that a new EDI dashboard was in development which would enable this.

Item for Assurance	**Equality, Diversity and Inclusion (EDI) including WRES/WDES** The Committee reviewed the emerging EDI strategy and action plan and was assured that it will embed the regional Anti-Racism strategy. It was noted that it was good to see the data around EDI performance coming through and the Trust having such open conversations about improvements that can be made from Ward to Board.
Item for Assurance	**Estates and Facilities – Security Review Update** The Audit Committee requested that the People Committee review and provide oversight against the action plans following an audit of the Trust's Security Service in 2019/20. The Committee recognised the significant improvements that had been made in the Security Team and were assured the audit actions were completed. They also noted the plans to further develop a cohesive portering and security team in the near future.
Item for Escalation	**Workforce Metrics Report and Integrated Performance Report** Whilst it was noted that the quality of data and the interpretation of this into actions was continually improving, sickness absence remains consistently below the Trust's target. The Committee was informed there is a Trust workshop and Regional Workshop planned in the coming 2 weeks which will enable a review of the Trust's approach to sickness absence management. This will also inform the root-cause analysis work which is due to report to People Committee at its meeting in November.
Item for Assurance	**Gender Pay Gap Report** The Committee reviewed the Trust Gender Pay Report and subject to a few minor amends approved it for national submission.
Item for Assurance	**Medical Staffing** The Committee received an update from the Medical Staffing file audit concerning a lack of pre-employment check documentation. They were assured that the response to the issue was professional and swift and that the plans in place to prevent errors and omissions going forward had sufficient monitoring and controls established.
Item for Assurance	**Annex D: Annual Report and Statement of Compliance** The Committee were asked to approve the Annex D: Annual Report and Statement of Compliance prior to its submission nationally. The Committee approved the report and acknowledged the improvements made in ensuring medical appraisals and revalidations were timely and of a high quality.
Item for Assurance	**People Executive Group (PEG) Assurance Report** The Committee noted the ongoing quality of the reporting through PEG and noted the change in Chair from Edmund Tabay to Antonia Hardcastle for the Professional Education Subgroup.
Item for Assurance	**Significant Risks and BAF Report** The Committee reviewed the BAF for SO3 and SO6 and were assured that actions are being taken to mitigate the risks. Executive Owners were encouraged to keep refreshing the mitigating actions, especially in the approach to winter to ensure they stay in control.

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
L Skaife-Knight – Deputy CEO
J Humphries – Director of People
C Castleton – Deputy Director of HR
C Shaw – CEO

Invitees:
S Hayter – Non-Executive Director
Dr J Burrell – Head of Service Clinical Psychology
C Benham – Director of Finance
L Lippmann – Deputy Director of Finance
Dr G Raghuraman – Deputy Medical Director
K McGuire – Deputy Chief Nurse
AJ Weir – Head of Staff Engagement and Events
N Hunter – Associate Director Estates and Facilities
C Kirk – Equality, Diversity and Inclusion (EDI) Manager

Observers:
J Dossetor – Governor
P Cutler – NHSEI Intensive Support Improvement Director

Minute taker:
L Preston – Board/Committee Administrator