Agenda Item: 24c

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 February 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 **20 January 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:	**Culture and Engagement monthly update** The Committee was assured on the basis of the work underway to maintain staff engagement during COVID, including the positivity that the COVID vaccination programme is generating. The Committee, however, asked for the February 2021 update to include more details regarding how the different programmes of work and workstreams fit together for the Culture and Engagement programme so that a holistic picture can be seen and understood.
Item for Assurance:	**National Staff Survey 2020 – high-level summary of results** The Committee were assured by the progress with the 2020 results, compared to 2019, especially given the circumstances and as the Trust has responded to COVID. Whilst disappointed with the 45% response rate, the Committee were also assured that every effort had been made to reach the 50% response rate target. Notwithstanding the fact that there is some indication of improvement in the 2020 results, the full results and national benchmarking is awaited and will allow the Trust to draw firmer conclusions once received in the months to come.
Item for Assurance:	**Quarterly People Plan update & Quarter Three performance against the Corporate Strategy KPIs** Whilst the Committee received some assurance concerning progress of delivery against the People Plan, it was felt that some presentational improvements were necessary in order to facilitate easier interpretation and understanding. The Committee therefore requested that the Director of HR and Deputy CEO co-ordinate a review of the Plan such that there is a level of consistency between

	the format of it and the Quarterly KPI updates on performance against the Corporate Strategy objectives. The Committee were assured regarding the implementation of the Corporate Strategy KPIs for most of the objectives in Strategic Objectives 3 and 6, including staff engagement, recruitment and improving staff health and wellbeing. Following previous significant concerns, the Committee gained assurance that there was an increasing level of grip on managing Employee Relations cases and drawing these to an appropriate conclusion in a timely way. Notwithstanding the challenges that COVID has presented, the Committee were not assured that there were sufficient plans in place that will address the underlying and systemic issues with mandatory training, appraisal and sickness KPIs, and requested that a paper returns to the March 2021 meeting which addresses the root cause for the sustained poor performance in these areas, how these will be addressed and sets realistic, achievable targets for improving in 2021/22.
Item for Assurance:	**Job Planning** The Committee recognised the significant progress with job plans, which have increased from 25-70% since the update presented at November 2020's People Committee and therefore reflected partial assurance on that basis. However, it was recognised that there is still a significant amount of work to do in order to reach full compliance by the financial year-end. This includes the resolution of a number of cases that may need to be referred for mediation and therefore the Committee looks forward to receiving confirmation of further progress at its next meeting in February 2021.

Attendance

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

Invitees: Dr G Raghuraman – Deputy Medical Director
Observers: J Dossetor, E Corner - Governors