Agenda Item: 20.3

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:	3 November 2020
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 October 2020.
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 Escalation	**Workforce Report and Integrated Performance Report** The Committee noted the real workforce challenges and challenged whether the people targets that had been set were achievable given the recent deterioration in performance, especially for sickness absence. The Committee is more assured that the recovery plans and trajectories that were presented will be delivered for mandatory training and appraisals, but was not assured by the trajectory and recovery plan for reducing sickness absence to 4% for the Trust by year-end given the in-month position is one of further deterioration as we go into winter.
Item for Assurance:	**BAME staff story** There was lots of assurance from BAME colleagues for the support they receive from the Trust. There were positive reflections on the work the Trust is doing to mark during Black History Month and the use of staff stories to ensure a real focus on equality, diversity and inclusion.
Item for Assurance:	**Clinical Support Divisional progress – including AHP recruitment** The Committee recognised the good progress being made by Clinical Support in relation to reducing turnover rates, as well as improving mandatory training, appraisal and sickness rates over the last quarter. The Committee were assured by the progress of the Division with their AHP recruitment plans, as a result of 'grown your own', clear plans for the winter and AHPs being the focus of the next phase of the Trust's recruitment campaign.
Item for Assurance:	**HR Policies** The Committee were assured that good progress had been made to plan and prioritise HR policies being updated, with updates to

	return to the Committee on a quarterly basis to ensure close monitoring.
Item for Assurance:	**Culture and Engagement** The Committee were assured with the progress against the staff engagement and culture programme, including being satisfied that the Trust is leaving no stone unturned to maximise response rates to the 2020 National Staff Survey and achieve the 50% response rate target.
Item for Assurance:	**Corporate Strategy People KPI monitoring – Quarter Two** The Committee were assured by the People KPI update, notably as a result of the good and succinct summary presented in the report summarising the Quarter Two performance, and the positive triangulation with the main Corporate Strategy, providing a core thread of assurance for the Committee.
Risks to refer to risk register:	It was confirmed that following approval at the Risk and Assurance Executive Group meeting, held on 20 October 2020, that a new principal risk relating to organisational culture will be added to the risk register in relation to Strategic Objective Three.
Other items of business:	• **Maternity whistleblowing Action Plan and External Review** Updates since last month and RAG status of actions were noted and it was agreed that assurance will be received via Quality Committee for the broader Obstetrics and Gynaecology Action Plan from November 2020. • **Forward Plan** Will be reviewed in the coming month for the Board and Board Committees, including People Committee.

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 P Tydeman - Director of Transformation A McCourt – Deputy HRD C Shaw – CEO
Invitees:	S Jude - Clinical Nurse Educator Dr O Suwar - Junior Doctor R Cerbito – Nurse L Thankachan – Nurse Dr G Raghuraman - Deputy Medical Director N Berns - Divisional Director Clinical Support M Burney - Divisional General Manager Clinical Support K Beckett - HR Business Partner
Observers:	M Bruce, J Dossetor - Governors