

People, Culture and Improvement Committee Annual Report 2020/21

Introduction

The People, Culture and Improvement Committee is established under Board delegation with approved terms of reference.

The People, Culture and Improvement Committee was chaired by Manjeet Gill, who has extensive board and chief executive level experience across local government and the NHS. Manjeet is passionate about health equalities, community engagement and organisational development to achieve the full potential of people in delivering excellent services.

The Committee membership comprises of a combination 4 executive and 3 non-executive directors with colleagues across the People, Culture and Improvement agenda in attendance.

Attendance at meetings is detailed below:

Manjeet Gill, Non-Executive Directors (Committee Chair)	6/6
Clare Ward, Non-Executive Directors (Committee Vice Chair)	6/6
Neil Gossage, Non-Executive Directors	6/6
Clare Teeny, Director of People	6/6
Emma Challans, Director of Culture & Improvement	6/6
David Selwyn, Medical Director	5/6
Julie Hogg, Chief Nurse	6/6

According to the Terms of Reference, the Chief Executive and other executive directors are invited to attend the People, Culture and Improvement Committee meeting as and when required, but particularly when the People, Culture and Improvement Committee is discussing areas of risk or operation that are the responsibility of that director.

Principal review areas

The People, Culture and Improvement Committees principal purpose is to provide scrutiny and assurance of the development, delivery and impact of the Trusts People, Culture and Improvement strategy and operational delivery plan.

In particular, the Committee is to provide assurance concerning organisational development activity undertaken to promote and embed an effective organisational culture.

This annual report reflects the four key duties of the Committee as set out in the terms of reference.

Governance and Risk

The Committee has reviewed across the period the relevant aspects of the Board Assurance Framework (BAF) risks associated with people and culture and providing assurance to the Board that those risks are being effectively mitigated or managed in a controlled way.

Further to this the Committee has received assurance that structures, systems and processes are in place and functioning to support the people, culture and improvement agenda in the provision and delivery of high quality patient care.

Strategy and Development

The Committee has provided the Board with assurance concerning all aspects of the Trusts People, Culture and Improvement strategy and annual implementation plan, both in relation to delivery and impact, which has been underpinned by the NHS People Plan.

Assurance

During the past year the Committee has received, oversight and assurance regarding how the Trust supports and delivers People and Culture aspects of the Single Oversight Framework (SoF) and how action has been taken to ensure compliance with agreed performance indicators.

The Committee has received update reports on aspects of Communication, progress made with the Trusts Volunteer Workforce, Safe Staffing reports regarding the Medical and Nursing Workforce, regular reports on Employee Relation cases and members were pleased to note that the Data Security Protection Toolkit compliance had been maintained.

In addition to this from an SFH perspective, the workforce, culture and organisational development strategy and plans of the ICS/ICP has been shared regarding assurance of how the Trust is supporting its progress.

Further to this in fulfilling its obligations, the Committee has been mindful of the need to improve the diversity of the workforce so that it better reflects the population which the Trust serves.

Time out / Development Opportunities

New to this year the Committee introduced two Time out / Development Opportunities, that were aimed on exploring in more detail, key items associated with the People, Culture and Improvement agenda.

These sessions looked at the NHS People Plan and how this would be implemented across the Trust along with exploring the findings of the 2020 Staff Survey.

Conclusion

The Committee is of the opinion that this report is consistent with the developments, progress and assurance that has been discussed and achieved across the reporting period.

The Committee has discharged its responsibilities for scrutinising the risks and controls which affect all aspects of the organisation's People, Culture and Improvement agenda.

Objectives

The Committee's objectives for 2021/22 are to:

- Implement and deliver the actions identified in the People Culture and Improvement Strategy implementation plan
- Maintain and review the control processes currently in place around the levels of assurance of how the aspects of the People, Culture and Improvement agenda is delivered across the Trust
- Gain assurance on the delivery of the People Culture and Improvement aspects of the Single Oversight Framework (SoF)
- Focused development sessions that seek to provide assurance and explore the Health and Wellbeing impact of COVID-19 and the 2021 Annual Staff Survey

Manjeet Gill

People, Culture and Improvement Committee Chair
April 2021