

**Board of Directors Meeting in Public**

<b>Subject:</b>	People, Culture and Improvement Committee Report of the Committee		<b>Date:</b> 1 <sup>st</sup> October	
<b>Prepared By:</b>	Robert Simcox Deputy Director of HR			
<b>Approved By:</b>	Manjeet Gill: Non-Executive Director and Committee Chair			
<b>Presented By:</b>	Manjeet Gill: Non-Executive Director and Committee Chair			
<b>Purpose</b>				
To provide a summary of the key discussion areas and decisions taken at the People, Organisational Development and Culture Committee held on 28 <sup>th</sup> September 2020			<b>Decision</b>	
			<b>Approval</b>	
			<b>Assurance</b>	<b>X</b>
			<b>Consider</b>	
<b>Strategic Objectives</b>				
<b>To provide outstanding care to our patients</b>	<b>To support each other to do a great job</b>	<b>To inspire excellence</b>	<b>To get the most from our resources</b>	<b>To play a leading role in transforming health and care services</b>
<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>
<b>Overall Level of Assurance</b>				
	<b>Significant</b>	<b>Sufficient</b>	<b>Limited</b>	<b>None</b>
		<b>x</b>		
<b>Risks/Issues</b>				
<b>Financial</b>	Improving productivity and workforce utilisation and impact			
<b>Patient Impact</b>	Maintain safe staffing levels and a good patient experience			
<b>Staff Impact</b>	Improve working lives			
<b>Services</b>	Staffing levels impact service and bed availability			
<b>Reputational</b>	SFH recommended as a great place to work			
<b>Committees/groups where this item has been presented before</b>				
None				
<b>Executive Summary</b>				
<p>The most recent People, OD and Culture Committee took place on 28<sup>th</sup> September 2020. The Committee was chaired by Manjeet Gill Non-Executive Director.</p> <p>For the first time the Committee held a <b>workshop</b> for the majority of the meeting, that was designed to review and explore the <b>NHS People Plan</b>, and how in particular the <b>NHS People Promise</b> can be implemented at the Trust.</p> <p>The workshop <b>discussion explores desirable culture, leadership development to model the desired culture</b>. The development of diverse and inclusive culture was discussed and <b>assurance sought on how equalities work including the networks can help with accessible services and patient equalities</b>. Consideration of vulnerable groups including poverty was raised as areas for equalities work in <b>addition to the protected characteristics of the Equalities Act</b>. Street Health was cited as an excellent example of designing accessible partnership services for vulnerable individuals.</p> <p>In addition to this a focussed discussion around <b>winter 2020/21</b> and the likelihood of a <b>second COVID-19 surge</b> and <b>support for the People at Sherwood</b>.</p>				

It was agreed that the actions from the workshop will be underpinned by the People, Culture and Improvement Strategy to be agreed at the next Committee, along with assurance could be sought to assess impact of work in areas of equalities and cultural change.

In addition to the workshop that was held, a number of items, as part of the annual work plan were reviewed for assurance and discussion. Below are the main highlights:

The Trusts Freedom to Speak up Guardian presented an assurance item regarding the quarterly highlights from the **Freedom To Speak Up Report**. The item provided assurance on progress associated with the Speaking Up agenda and future plans to develop and enhance a speaking up culture across the Trust. The Committee also **received a strategy for consideration** and comment that was supported.

The Committee noted the progress of a dedicated resource to the agenda and how because of this, the Trusts position on the national freedom to speak up Index report had increased, demonstrating that the Trust is developing a positive speaking up culture. At present the **Trust ranks first amongst acute providers across the Midlands and East region**.

The Committee received assurance associated with the **National Flu Immunisation Programme for 2020/21**. The Committee supported the detailed programme that was presented for overview and assurance. It was noted the proactive approach that has been detailed. The Committee also received a verbal update of week one progress, where 30.4% (1,245) of front line health care workers had received a flu vaccine, and 29.1% (1,569) of the overall workforce had been able to receive a flu vaccine.

A short assurance item regarding the **Workforce aspects of NHS Phase 3 Letter** were provided. The paper provided a **high-level overview** of the progress made both internal and with system partners, of planning expectations between now and the end of March 2021. The item described how the **workforce will see growth** over this period by 93.1wte. This will be made up through a combination of additional recruitment to substantive positions and further dependence on bank and agency.

Two assurance items were provided to the Committee capturing aspects of the **Trusts Statutory requirements under the Equality Act**. These items captured progress associated with the annual requirement under the **Workforce Race Equality Standards (WRES) and the Workforce Disability Equality Standards (WDES)**. Both items provided an overview of the key achievements and celebrations since the 2019 submission along with a supportive action plan addressing areas of focus for 2020/21. These **reports were supported by the Committee** prior to Trust Board oversight and signoff on the 1st October 2020 for publishing on the Trust internet and uploaded onto the NHS Digital Strategic Data Collection Service system to meet legal requirements.

Further assurance item associated around the **Bullying and Harassment agenda** was presented. The report provided an overview of current opportunities and areas of focus across the remainder of 2020/21. It was noted how key and effective, a clear and consistent communication approach to this agenda would need to be and an approach across the system would be an excellent opportunity to ensure colleagues have a voice.

The **Board Assurance Framework** was discussed and included reference to Principal Risks (PRs) 3: Critical shortage of workforce capacity and capability and 5: Inability to initiate and implement evidence-based improvement and innovation of the Board Assurance Framework (BAF).

Upon review it was **recommended that the risk level for Principal Risk (PRs) 3: Critical shortage of workforce capacity and capability remains at its current risk level of 20**, due to the challenges associated with COVID-19 still remaining and likelihood being unknown, as the Trust manages and addresses associated concerns with winter 2020 and any possible second surge. It was **confirmed PR5: Inability to initiate and implement evidence-based improvement and innovation remained at a risk rating of a 9**.

Further to this, additions were made in regards to aspects of Primary risk controls and how assurances have been obtained in the last quarter to mitigate these, through a variety of additional sources of assurance.

### **Recommendation**

The Trust Board are **recommended to take assurance** regarding the discussions and points covered at the September People, Culture and Improvement Committee, **linked with aspects of People, Culture and Improvement**.