

Board of Directors Meeting in Public

Subject:	People, Culture and Improvement Committee Report of the Committee		Date: 22 October 2020	
Prepared By:	Deborah Kearsley, Head of Operational HR			
Approved By:	Manjeet Gill: Non-Executive Director and Committee Chair			
Presented By:	Manjeet Gill: Non-Executive Director and Committee Chair			
Purpose				
To provide a summary of the key discussion areas and decisions taken at the People, Culture and Improvement Committee held on 22 October 2020			Decision	
			Approval	
			Assurance	X
			Consider	
Strategic Objectives				
To provide outstanding care to our patients	To support each other to do a great job	To inspire excellence	To get the most from our resources	To play a leading role in transforming health and care services
x	x	x	x	x
Overall Level of Assurance				
	Significant	Sufficient	Limited	None
		x		
Risks/Issues				
Financial	Improving productivity and workforce utilisation and impact			
Patient Impact	Maintain safe staffing levels and a good patient experience			
Staff Impact	Improve working lives			
Services	Staffing levels impact service and bed availability			
Reputational	SFH recommended as a great place to work			
Committees/groups where this item has been presented before				
None				
Executive Summary				
<p>The most recent People, Culture and Improvement Committee took place on 22 October 2020. The Committee was chaired by Manjeet Gill Non-Executive Director.</p> <p>At the Committee a number of items, as part of the annual work plan were reviewed for assurance and discussion. Below are the main highlights:</p> <p>Positive stories were shared including the response to staff excellence awards, the amazing start to the annual flu campaign, the sharing of the Trust's work with NHS England and Improvement regarding the collaborative bank, the response to COVID-19 recognition card and badges and the events to celebrate Black History Month. The Committee noted the positive stories and acknowledged the outstanding work which has been taken forward during unprecedented times.</p> <p>A paper was presented with an update regarding the progress made in relation to the NHS People Plan; in particular it provided an overview of the progress made over Q2 along with key areas of focus across Q3 and Q4. The report highlighted the development of a joint approach between the Human Resources Department and the Culture and</p>				

Improvement portfolio. The item provided **assurance on progress** associated with the NHS People Plan and the future priorities.

An assurance item was provided regarding the people and inclusion agenda. Discussions included updates regarding the management of **sickness absence, the annual flu vaccination programme, COVID-19 risk assessments** and other **KPI** information. The Trust has a target of 90% uptake of flu vaccinations for frontline staff; currently 61.1% of frontline staff have been vaccinated. It was recognised sickness absence is higher at 6.0% when compared to 2019, but this increase results from the current pandemic crisis. The Trust commenced a programme of undertaking risk assessments and these have been focused around key, nationally identified groups. **100%** of staff in these groups has been offered a COVID-19 risk assessment and **98%** of staff has been assessed.

A further assurance item was presented regarding the culture and improvement agenda. The item provided assurance that work had been commenced regarding the recovery stages after the first pandemic surge. **Mandatory training** has recommenced, although in a different way due to social distancing. It is recognised MAST compliance may have slipped due to the pandemic but compliance is now at 91% against a target of 93%. In addition **appraisals** were paused during the first surge of the pandemic but compliance is increasing and is at 89% against a target of 95%. The target is to achieve compliance with the appraisal target by 31 March 2021. The report presented provided the Committee with assurance.

The Chief Nurse presented an assurance item associated with **Nursing, Midwifery and Allied Health Professionals staffing**. There were lengthy discussions about the work being undertaken to explore and implement **new roles and training routes**. The Committee was assured the Nursing, Midwifery and Allied Health Professionals staffing is **safe, effective and sustainable**.

Two assurance items were presented by the Medical Director to the Committee capturing aspects of the **Medical Revalidation and Safe Staff – Medical Staff**. These items highlighted the GMC had postponed all revalidations between 18 March 2020 and 16 March 2021 for 12 months. In addition SFH cancelled the annual medical appraisals between April 2020 and July 2020, which followed national guidance. Doctors affected by this will not need to catch up their missed appraisal and these will be due in 2021. The Trust has now recommenced appraisals for medical staff. The **Safe Staffing** report highlighted the difficulties and challenges that was faced by Medical staff during the pandemic. It was recognised safe staffing requirements for medical staff are not nationally agreed when compared to nursing staff which is an area of further work. The Committee gained assurance there was a robust escalation process and wellbeing support for junior doctors via the **guardian of staff working and Leadership Registrars**.

A short assurance paper was presented regarding **employee relations**. The Committee noted the timely manner in which employee relations cases are concluded.

Verbal assurance was provided around the **Bullying and Harassment agenda**. The update provided an overview of current opportunities and areas of focus across the remainder of 2020/21. It was noted work was being undertaken both locally and system wide. It was highlighted there will be events and robust communications which will share information to support **Anti-Bullying Week 16 November 2020 – 20 November 2020**.

The **Board Assurance Framework** was discussed no changes were recommended.

Recommendation

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