

Board of Directors Meeting in Public

Subject:	People, Culture and Improvement Committee Report of the Committee		Date: 4 February 2021	
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, Organisational Development and Culture Committee held on 21 January 2021			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, OD and Culture Committee took place on 21 January 2021. The Committee was chaired by Manjeet Gill, Non-Executive Director.</p> <p>At the Committee the annual work plan was reviewed for assurance and discussion. The Committee acknowledged the positive stories such as the;</p> <ul style="list-style-type: none"> • uptake of the annual flu campaign, • positive feedback received from a recent Health and Safety Executive visit, • positive results from the annual staff survey, and; • work undertaken by the Human Resources department to support the COVID-19 vaccination programme. <p>The Committees Annual Report was accepted as a concise and accurate reflection of the activities of the committee over the last 12 months. It was suggested there needed to be 2 additional elements added to the horizon scanning section of the report. These were the Speaking Up agenda and work contributing to the people element of the Integrated Care Systems.</p>				

The **Board Assurance Framework (BAF)** was discussed and it was recognised the risk score for critical shortage for workforce capacity and capability could have been reduced in August/September 2020 when the impact of the COVID-19 pandemic had reduced as the demand of the service reduced. This was identified as a learning experience which will be used in future reviews. In addition, the score for critical shortage for workforce capacity and capability will be reviewed before the full BAF is prepared for submission to the Board on 4 February 2021. The Committee reviewed the BAF and recommended no changes.

The Committee was presented with high level detail regarding the **NHS National Staff Survey results**. The full results of the staff survey will be released in mid-February and the committee are keen to discuss and explore in greater detail the results at the next meeting.

An assurance item was provided regarding the people and inclusion agenda. It was recognised the COVID-19 pandemic was creating severe pressures across the Trust and entering the second surge has put additional pressures on Trust resources. COVID-19 absences are showing an **increase trend of staff absence** and this reflects the national and local picture. On-going work continues to support **Individual Staff Risk Assessments** to identify adjustments and support for staff who have underlying health conditions. The paper identified **86.7% of front line staff** has received their **flu vaccine**. Information was shared relating to the roll out of **Lateral Flow Testing** across the Trust to support the testing of asymptomatic staff. The Trust has distributed **4,096 tests** to staff with a **positivity rate of 0.8%**. The Committee received assurance regarding the on-going work related to the people and inclusion agenda.

A further assurance item was presented regarding the culture and improvement agenda. Work has been undertaken to improve the performance metrics following the first pandemic surge. As a result of this work the metrics have shown **signs of improvement with Mandatory and Statutory Training (MAST) recorded as 92%** and **appraisal compliance at 89.8%**. The paper outlined elements associated with this agenda has been paused once again due to the pandemic including MAST and Appraisals. The paper also presented evidenced the implementation of actions identified in the **NHS People Plan**. This included the introduction of a **Wellbeing Conversations** as part of the appraisal process. In addition since October 2020 there have been over **17 'Wellbeing Road Shows'**, and the launch of a **'Rest, Refuel and Recuperate'**, communication campaign. The Committee received assurance regarding the on-going work related to the culture and improvement agenda.

An assurance report was provided from the **Bullying and Harassment action plan**. The update evidenced that all actions were on track or had been completed. There continues to be a **multi-professional group** which meets regularly to review action progress and identify further opportunities to strengthen the culture at the Trust. The Committee received assurance from this update report.

Recommendation

The Trust Board are **recommended to take assurance** regarding the activities and discussions points covered at the January 2021 People, Culture and Improvement

Committee, linked with aspects of People, Culture and Improvement.

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