

**Meeting Assurance Report  
to the Council of Governors  
Held on 19 March 2024**

<b>Name of Committee / Group</b>	People Committee
<b>Date of Meeting</b>	11 December 2023
<b>Chair</b>	Shiella Wright, Non-Executive Director
<b>Lead Officer</b>	Mark Gwilliam, Director of HR & Staff Development
<b>Meeting Administrator</b>	Joy Spotswood, PA to the Director of HR & Staff Development

### Purpose

The purpose of this report is to provide in summary an update on the key discussions and outcomes of the above meeting.

### Agenda items covered at the meeting

The agenda included the following items:

- Declarations of Interest
- Minutes of the Previous Meeting held on 13 November 2023, Matters Arising and Action Log
- Industrial Action Update
- Consultant Vacancy Rates
- Workforce Reporting Alignment Update
- People Strategy - We Are a Team
- HR KPI Report/Managing Attendance Update
- Freedom to Speak Up/Casework Quarterly Report
- CNST Compliance – Safety Action 8: In-house Training
- Monthly Staffing Report – October (To note)
- Monthly Agency Report – October (To note)
- Review of Meeting Effectiveness – Quarter 3
- Any Other Business

### Matters to highlight

Specific areas to highlight are as follows:

- **Consultant vacancy rates.** Presentation by Charlie Elliot – Deputy Medical Director provided reassurance to the committee that the issues had been identified and action being considered and taken. The committee were informed that STH issues include Payroll and Medical HR using different systems for collecting data and producing different numbers. Benchmarking against similar sized trusts indicates no common practice. Action completed involves the implementation of one system from April 2024, and there are agreed reporting timescales to TEG and the People Committee.
  - Areas with highest vacancy rates are Acute Medicine, Plastics and Burns, OFMS, Diabetes and Endocrine, Oncology and Haematology. These areas are prioritised for initial action which includes engagement with senior trainees, and Clinical leaders and consultants

engaging with Trainees, review of recruitment and advertising, creation of an exit survey to capture the comments of Trainees and consultants leaving STH, discussion with NHS England regarding national initiatives about trainee numbers and locations; review of short to long term staffing models, and an expression of interest in the Emeritus Consultant Programme; and improving trainees experience and satisfaction. The committee were informed that priority areas are provided with additional support.

- **Refreshed People Strategy – We have a voice that counts element.** The Committee carried out a deep dive and noted the progress to date and were satisfied any risk were or had been mitigated.
- **Clinical Negligence Scheme for Trusts (CNST) Compliance Safety Action 8 – Demonstrated not compliant.**
- **People Strategy Deep Dive We are always learning.** The Committee carried out a deep dive, and noted the progress to date, awareness of risks and mitigations.

**Document approved were:**

- Clinical Negligence Scheme for Trusts fund
- CNST Compliance Safety Action 8 – Demonstrated not compliant.
- Medical Appraisal and Revalidation Report.

**Significant issues / concerns escalated including proposals on the next steps to address this**

New areas which the Committee / Group wishes to escalate as potential areas of non-compliance, that need addressing urgently or escalating:

CNST Safety Action 8: In House Training – Non-compliance. The Committee was informed about the reasons for non-compliance and consequences.

**Implications**

<b>Aim of the STHFT Corporate Strategy</b>		<b>✓ Tick as appropriate</b>
1	Deliver the Best Clinical Outcomes	✓
2	Provide Patient Centred Services	✓
3	Employ Caring and Cared for Staff	✓
4	Spend Public Money Wisely	✓
5	Create a Sustainable Organisation	✓
6	Deliver Excellent Research, Education and Innovation	✓

**Recommendations**

The Council of Governors is asked to **NOTE** the update provided and respond to any specific points raised within the report.

**Meeting Assurance Report  
to the Council of Governors  
Held on 19 March 2024**

<b>Name of Committee / Group</b>	People Committee
<b>Date of Meeting</b>	8 January 2024
<b>Chair</b>	Shiella Wright, Non-Executive Director
<b>Lead Officer</b>	Mark Gwilliam, Director of HR & Staff Development
<b>Meeting Administrator</b>	Joy Spotswood, PA to the Director of HR & Staff Development

**Purpose**

The purpose of this report is to provide in summary an update on the key discussions and outcomes of the above meeting.

**Agenda items covered at the meeting**

The agenda included the following items:

- Declarations of Interest
- Minutes of the Previous Meeting held on 11 December 2023, Matters Arising and Action Log
- Guardian of Safe Working Hours Quarter 3 Update
- Industrial Action Update
- Getting Back on Track Update
- EDI Annual Report
- NHSE Self-Assessment Report (SAR) for Educational Quality
- People Strategy - We are Always Learning
- People Strategy Workstream Progress Report
- Winter Preparedness Nursing and Midwifery Safer Staffing 23/24
- HR KPI Report/Managing Attendance Update
- Freedom To Speak Up (FTSU) Self-Assessment Tool
- Monthly Staffing Report – November (To note)
- Any Other Business

**Matters to highlight**

Specific areas to highlight are as follows:

- **Workforce Reporting Alignment.** It was agreed that the report would be submitted to TEG and the Workforce Committee every three months.
- **Guardian of Safe Working Hours Quarter 3.** The Committee received information indicating a slight reduction in breaches during the year 2022 – 2023. The committee were also informed the introduction of an application to enable the reporting of breaches could result in an increase in reported breaches.
- **NHSE Self-assessment Report** – The People Committee received that report and noted the assessment and action to be taken to address any shortfall.

- **Freedom To Speak Up Self-Assessment Tool.** The People Committee were informed that assessment has been completed, results are in the process of being reviewed.
- **People Strategy Deep Dive - We are always learning** – The Committee received a presentation from the programme leads. Highlighting progress to date and management of any identified risks.

Documents approved were:

**Annual Equality, Diversity and Inclusion Report 2023.** The report was presented to the People Committee. The committee acknowledged that the Report demonstrates how the Trust is meeting it the 2010 Equality Act's Public Sector Duty (PSED) and communicating to staff and patients about the Trust's engagement in EDI.

**Significant issues / concerns escalated including proposals on the next steps to address this**

New areas which the Committee / Group wishes to escalate as potential areas of non-compliance, that need addressing urgently or escalating:

The Committee did not identify any matters to be escalated as potential areas of non-compliance.

**Implications**

<b>Aim of the STHFT Corporate Strategy</b>		<b>✓ Tick as appropriate</b>
1	Deliver the Best Clinical Outcomes	✓
2	Provide Patient Centred Services	✓
3	Employ Caring and Cared for Staff	✓
4	Spend Public Money Wisely	✓
5	Create a Sustainable Organisation	✓
6	Deliver Excellent Research, Education and Innovation	✓

**Recommendations**

The Council of Governors is asked to **NOTE** the update provided and respond to any specific points raised within the report.