

**Meeting Assurance Report to the
Council of Governors held on
12 December 2023**

Name of Committee / Group	People Committee
Date of Meeting	9 October 2023
Chair	Dean Royles, Non Executive Director (Deputising for Shiella Wright)
Lead Officer	Mark Gwilliam, Director of HR & Staff Development
Meeting Administrator	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
<p>The agenda included the following items:</p> <ul style="list-style-type: none"> • Declarations of Interest • Minutes of the Previous Meeting held on 11 September 2023, Matters Arising and Action Log • Industrial Action Update • Getting Back on Track Update • HR KPI Report • People Strategy Deep Dive - We are Compassionate and Inclusive • Medical Appraisal and Revalidation report • Freedom to Speak Up/Employee Relations Casework Report • Staff Survey Quarterly Update • Managing Attendance Update • Monthly Nurse Staffing Report • Any Other Business <ul style="list-style-type: none"> ○ Fraudulent NMC Registration ○ Future Nurse Recruitment

Matters to highlight
<p>Specific areas to highlight are as follows:</p> <ul style="list-style-type: none"> • It was requested that a paper be brought back identifying what actions are being undertaken to address the issues around reconciling the HR & Finance data given the centrality of this issue to ensuring reliable workforce plans. • A piece of work is being undertaken to get initial thoughts on how we might address tensions appearing between staff as a result of industrial action. • A total of 245 candidates were recruited in August 2023 (135 external /110 internal). This was 13 more than July 2023, with 25 fewer candidates having been recruited than at the same point in 2022/23.

- The August 2023 average time to fill was 8.4 weeks – this was an improvement of 0.9 weeks compared with July 2023 and achieved the projected time to fill, which had been adjusted to account for the impact of the recent Trac service disruption.
- 8.4 weeks is the lowest overall time recorded since October 2018.
- A total of 37 Medical and Dental candidates were recruited in August 2023 (20 external / 17 internal). The August 2023 average time to fill was 14.3 weeks. This was 1.1 weeks lower than July 2023. Benchmarking on time to recruit being explored.
- Further, more regular reports requested on hard to recruit areas and specialties and action plans.
- Following a discussion at board around safeguarding training, that it would be useful to break the mandatory training data down by subject, and that all topics should be brought to the People Committee singularly as well as in aggregate, in addition to identifying those areas that are not on track to meet their targets.
- Review of appraisal target and approach requested given target was not being achieved, with a view to improving performance.
- Confirmed that 81 EDI Champions had now been appointed around the trust and 4 staff network groups were now up and running and making good progress. 40 elearning modules relating to EDI were now on the system and 35 dyslexia assessors had now been trained up
- The number of completed medical staff appraisals is continuing to gradually increase with September showing an 88% completion rate. Pre-emptive chasing of doctors who have not engaged an appraiser within 3 months of their appraisal date has been reinstated and clinicians will be matched with an appraiser from October 2023.
- Directorate staff survey 2023/24 action plans were progressing well with the greatest progress made on developing the wellbeing culture to support the recovery and retention of staff.
- The monthly sickness rate for August had increased from **4.8%** in July to **4.9%** in August. This was broken down as **4.8%** for Non Covid sickness and **0.1%** for Covid sickness.

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

Quarterly FTSU reports shows STH is an outlier in relation to low number of cases raised. Most cases also seem to relate to staff management issues rather than direct patient care. The revised FTSU Policy was currently out for comment and once finalised would be submitted to TEG for ratification with a view to exploring what further work needs to happen in this area.

The Trust has recently been informed about a former employee who worked for the Trust for over 10 years as a qualified nurse who should not have been registered with the Nursing and Midwifery Council (NMC). Despite undergoing all the appropriate employment checks, including confirmation from the NMC that they were registered, this individual did not have the qualifications that we had been led to believe. Following an NMC investigation it has become apparent that the individual had used a falsified document to gain registration with the NMC. The individual has not worked for the Trust since 2016 and as soon as we were made aware of the issue our incident and HR systems were reviewed. We can confirm that there were no concerns on record relating to the individual's professional practice or patient care. We understand the NMC are looking into how this was able to happen.

Implications

Aim of the STHFT Corporate Strategy		✓ Tick as appropriate
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.

Version 1