

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

<b>Name of Committee / Group</b>	People Committee
<b>Date of Meeting</b>	13 November 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 9 November 2023, Matters Arising and Action Log
- Industrial Action Update
- People Strategy Deep Dive - We Have a Voice that Counts
- People Strategy Workstream Progress Report
- CNST Compliance
  - Q4 Clinical Workforce Planning
  - Q5 Midwifery Workforce Planning
- Board Assurance Framework (BAF) - Strategic Risk 3 – Workforce
- Medical Appraisal and Revalidation Report
- HR KPI Report/Managing Attendance Report
- Monthly Nurse/Midwifery Staffing Report – September
- Monthly Agency Report - September
- Any Other Business

### Matters to highlight

Specific areas to highlight are as follows:

- Discussion relating to Matters Arising and Actions log number 55 – Vacancy Data. Consideration for data to be provided monthly instead of quarterly.
- Log 83 – Getting Back on Track and specifically relating to Senior Staff workforce gaps and hard to fill post. The committee were informed that a report was complete and will be discussed by TEG, before submission to the committee. Areas identified have been provided with additional support and guidance.

Documents approved were:

- Clinical Negligence Scheme for Trusts (CNST) fund  
Clinical Workforce Planning  
Midwifery Workforce planning
- Medical Appraisal and Revalidation Report.

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

No new areas of concern Identified

**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.