

Executive Summary

Report to the Board of Directors

Being Held on 23 July 2024

Subject	People Committee Meeting Assurance Reports
Authors	Shiella Wright, Non-Executive Director and Committee Chair, and Maggie Porteous, Non-Executive Director on behalf of the Committee Chair
Status¹	Note

PURPOSE OF THE REPORT

To provide in summary an update on the key discussions and outcomes of the Committee meetings on 10 June and 8 July 2024.

KEY POINTS

The report(s) provides a summary of the People Committee agenda items, matters escalated and next steps to address any new significant issues or areas of concerns which the Board of Directors needs to be aware of.

IMPLICATIONS²

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 Board of Directors is asked to **NOTE** the update provided and respond to any specific points raised within the two reports.

APPROVAL PROCESS

Meeting	Date	Approved Y/N
Board of Directors	23/07/2024	

**Meeting Assurance Report
to the Board of Directors
held on 23 July 2024**

Name of Committee / Group	People Committee
Date of Meeting	10 June 2024
Chair	Shiella Wright, Non-Executive Director
Lead Officer	Mark Gwilliam, Chief People Officer
Meeting Administrator	Joy Spotswood, PA to the Chief People Officer

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 key items:

- People Strategy Deep Dive – We have a Voice that Counts
- Triangulation of Vivup usage data for Admin & Clerical staff
- Staff Survey Verbatim Comments by Theme
- HR KPI Summary/Report
- Freedom to Speak Up (Annual Report)
- Board Assurance Framework (BAF) - Strategic Risk 3 - Workforce
- Workforce Plans for 24/25 to address Hard to Fill Roles
- TO NOTE:
 - Monthly Nursing Staffing Report – April
 - Monthly Agency Report – April
- Review of Meeting Effectiveness - Quarter 1

Matters to highlight

Specific areas to highlight are as follows:

- **People Strategy Deep Dive - Workforce** - We have a voice that counts. Presentation by Rebecca Robson, Human Resources and Iolanthe Fowler Clinical Director of Combined Community and Acute Services on the "What Matters to you?" Approach with patients. Introduced nine years ago and interest is being shown by other directorates. There are indications the approach has positively impacted on staff survey results, in that apart from one area all other indicators are above national survey results.
- **Review of Trust Sickness Absence Management Target** - The target of 4 days has been amended to 4.5 days which brings the Trust into line with a number of regional and national trusts. The amendment also brings STH into line with Rotherham and Barnsley Trusts. When applied to April 2024 data, the STH overall sickness level was below the target.
- **Consultant Vacancies and Workforce** - Charlie Elliott, Deputy Medical Director attended and updated the committee on action to address the matter. Clearly been action at a local level, including Junior Doctor induction, opportunities for development through LEAD programme, Medical HR recruitment processes amended, for example.

- **Workforce Plans to address Hard to Fill Roles** - Tom Evans in attendance presented information on action being taken to fill a range of roles.

Document approved were:

- Freedom to Speak Up Annual 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:

There were no new areas to escalate.

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 Board of Directors is asked to **NOTE** the update provided and respond to any specific points raised within the report.

**Meeting Assurance Report
to the Board of Directors**

Name of Committee / Group	People Committee
Date of Meeting	8 July 2024
Chair	Maggie Porteous, Non-Executive Director
Lead Officer	Mark Gwilliam, Chief People Officer
Meeting Administrator	Beth Jones, Business Manager

Purpose

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

<p>Agenda items covered at the meeting</p> <p>The agenda included the following items:</p> <ul style="list-style-type: none"> • Industrial Action Update • People Strategy Deep Dive – “We are a Team” • People Strategy Workstream Progress Report • Recruitment Update • HR KPI Summary/Report • Medical Appraisals / Mandatory Training Update • Freedom to Speak Up Review • Mandatory Training / Job Specific Essential Training (JSET) to support the Electronic Patient Record (EPR) Implementation Plan • Workforce Race Equality Standard (WRES) / Workforce Disability Equality Standard (WDES) Report
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<p>Matters to highlight</p> <p>Specific areas to highlight are as follows:</p> <ul style="list-style-type: none"> • People Strategy “We are a Team” deep dive. Excellent presentation on the use of the TED (Team Engagement & Development) resources brought to life by Keiron Heeley, Matron, General and Specialised Medicine. • Quarterly Recruitment Update – continued progress with average time to fill in June lowest in recent years at 7.4 weeks average. A clear sense of grip in this area, and the Committee look forward to seeing further improvements for career grade Medical HR when it transfers across to General HR from October 2024. • Freedom to Speak Up (FTSU) Review – the Committee noted the Action Plan in response to the External Review and were assured of the forward momentum and improvements being made in this area. • Monthly Nursing Staffing Report gave assurance on the nurse and midwifery staffing position. <p>Documents approved were:</p>
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- WRES and WDES Metrics and Action Plan discussed approved by the Committee. These will be updated and reported through the Board of Directors before the final version is published and sent to NHSE by no later than 31 October 2024.
- All other reports to note.

New 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:
None

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 Board of Directors is asked to **NOTE** the update provided and respond to any specific points raised within the report.