

**Meeting Assurance Report  
to the Council of Governors held on  
3 April 2025**

<b>Committee / Group Name</b>	People Committee
<b>Date of Meeting</b>	10 March 2025
<b>Chair</b>	Dean Royles, Non-Executive Director
<b>Lead Officer</b>	Mark Gwilliam, Chief People Officer
<b>Meeting Administrator</b>	Lucy Middleton, Business Manager

**Purpose**

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

**Agenda items covered at the meeting** [Bullet list agenda items]

- Staff Survey Benchmarking Results
- People Strategy Deep Dive (We Work Flexibly)
- People Strategy Workstream Progress Summary
- KPI Report
- Approach to Appraisal Window and EPR Go-Live
- Objectives for 2025/26 and Review of Progress against 2024/25 Objectives
- Review of Meeting Effectiveness – End of Year Review

**Documents approved** [State if approval/ratification required from another Committee/Group]

None

**Important issues discussed / matters requiring attention such as new risks, new assurance, progress with actions to close gaps in control or assurance and potential areas of non-compliance** [Identify as above and describe any actions and next steps agreed]

- The Committee discussed the embargoed staff survey results and proposed actions. A further discussion will take place in the next Board Meeting. The Committee welcomed the improvement in response rates and improvement in a number of the people promise areas. Action plans include maintaining a focus on response rates, improvement in the areas that remain below average and a deeper understanding of demographic data. The Committee discussed the use of AI to provide deeper insights into free text comments and made suggestions for inclusion in actions and the management of improvement at corporate and directorate levels.

- The Committee received a presentation on a Deep Dive of the People Strategy- We Work Flexibly. This included work being undertaken within the facilities directorate on improvements in recruitment. These interventions will be reviewed to demonstrate impact.
- The Committee received a People Strategy Workstream Progress report and noted actions being taken. It was requested that future updates include actions being taken to recover progress in the RAG ratings sections and to include whether activity being undertaken is on, above or below plan.
- The KPI report was discussed and exceptions and actions being taken to recover progress. It was noted a revised sickness absence policy is being progress through TEG. It was agreed the Chair and CPO will revise the KPI report to align with Committee priority areas and revise the frequency of some data sets.
- The Committee noted actions being taken in respect of appraisal processes in the context of a significant EPR training schedule. The target for appraisal remains at 90% and staff who had not had an appraisal in the previous year would be prioritised.
- Objectives for 24/25 were reviewed and the Committee believed these had been achieved.
- A discussion was held on Committee objectives for 25/26. Given the changing national context, operating framework, well-led quality statements and forthcoming long term plan the Committee discussed how a medium-term workforce plan, clinical/medical education and training, workforce productivity and talent and leadership; aligned with the People Strategy could receive appropriate and improved focus at future meetings. Committee Chair and CPO to present updated objectives, committee annual plan and agenda template to future meeting.
- The Committee noted the January Nurse and Midwifery staffing report and the monthly Agency Spend Report.

**Items referred / escalated to another Committee or Group** [Identify the name of the receiving forum and detail the recommendation made]

None

**Any other matters to highlight**

None

**Recommendation**

The Council of Governors is asked to NOTE the update provided.