

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

<b>Name of Committee / Group</b>	People Committee
<b>Date of Meeting</b>	11 November 2024
<b>Chair</b>	Shiella Wright, 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 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 September 2024 and matters arising
- Industrial Action Update
- Guardian of Safe Working Hours Annual Report
- People Strategy Deep Dive (We Work Flexibly)
- People Strategy Workstream Progress Report
- Biannual Nursing Workforce Review
- Winter Preparedness Nursing and Midwifery Safer Staffing
- Neonatal Nursing Workforce Action Plan
- Evaluation of Appraisal Pilot
- KPI Report
- Action Log

**Matters to highlight**

Specific areas to highlight are as follows:

- Evaluation of the Appraisal Pilot – The Committee were updated on the impact of the appraisal window pilot and agreed the next steps for the alternative approach to completing appraisals following review by the Trust Executive Group. The report highlighted the following key points:
  - The pilot was initiated in response to the Committee’s request to improve appraisal performance against the Trust’s 90% target.
  - The five directorates involved in the pilot had improved their appraisal performance compliance.
  - There was mixed feedback on the approach which had been detailed within the report.
  - That the pilot had not delivered the expected improvement to the Trust’s overall rate, and reason for this was thought to be due to the focus on Electronic Patient Record (EPR) implementation and showed a drop in performance for some areas.

TEG had considered how to use the approach given the mixed feedback and supported using the initiative as a recovery tool for directorates whose performance was 85% or below. In addition, it is planned to consider the 2024 staff survey results, and scores for quality of appraisals, for those five directorates in the pilot as a measure of the impact of this approach.

- People Strategy Workstream Progress Report – The Committee received a report which described the progress against the workstreams of the people Strategy. The focus was on progress update against top priorities across each workstream; all domains were Amber or Green; rework undertaken over the past year to ensure workstreams were aligned with each of the organisation's priorities; the most challenged workstream was 'We are a Team' due to capacity and the challenge in releasing people.
- People Strategy Deep Dive – We Work Flexibly – The Committee received a presentation on the important work to standardise job description documentation as this will affect a large proportion of staff. It was noted there is good engagement and buy in from larger professionals groups such as administration, nursing and facilities; however, it was proving more difficult to obtain documentation from unique smaller areas into the right format. Furthermore, the team are aligned and sighted on the regional Chief Nurses and HR Directors work on Band 2/3 support workers, and next phases to ensure there was commonality across the region and share the re-banding work to ensure there was standardisation.
- Guardian of Safe Working Hours Annual Report – The committee received a presentation from the Guardian of Safe Working. They were presented with information on key points, including comparison of the results to previous years, immediate safety concerns – low at 0.008%, exception reporting by outcome mainly resulted in payment which was lower than previous years, the level of fines which had increased, introduction of a new system and app which provided better functionality and would make it easier to report, and the balance of the guardian funds and the amount spent for the year 2023/24 including an important point on the reassurance received on the previously raised concern related to Oncology fines, and powerful testimony from a Weston Park doctor on the much-improved position. In regard to the national picture, it was highlighted a shift in reporting across the country, and nationally there is a sense of under reporting.
- Biannual Nursing Workforce Reviews – the assurance provided related to having appropriate establishment of inpatient wards to triangulate with the Board. There was a discussion on what it felt like on the ground and past sense of understaffing, however the report provided assurance that wards were better staffed whilst acknowledging that wards are busy.
- Neonatal Nursing Workforce Action Plan – The Committee received an update on the progress of the previously agreed action plan and agree further actions to be undertaken in the next year to work towards achieving compliance with the British Association of Perinatal Medicine (BAPM) standards of nursing as required as part of Safety Action 4 in the CNST Maternity Incentive Scheme. Key points highlighted were:
  - challenge was the number of nurses that did not have the QIS training;
  - on recruitment people did understand the need to complete the course as part of their role;
  - The plan for QIS to reach the level needed is more likely to be next year and oversight of the plan was by the Maternity and Neonatal Improvement Board and PMF (Performance Management Framework) meetings.The Committee received and was assured by the Neonatal Nursing Workforce Action Plan.

Documents approved were:

No documents presented for approval.

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

None

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