

PEOPLE & ORGANISATION DEVELOPMENT COMMITTEE - MINUTES

Venue: Via WebEx

Date: 24th April 2020, 09:30-10:45

Members

Mr M Laverty (ML) Non-Executive Director (Chair)

Prof K Thomas (KT) Non-Executive Director

Mr R Samuda (RS) Non-Executive Director (Chairman)

Mr T Lewis (TL) Chief Executive

Mrs R Goodby (RG) Director of People & OD

Mr L Kennedy (LK) Chief Operating Officer

Mrs P Gardner (PG) Chief Nurse

Prof D Carruthers (DC) Medical Director

In Attendance

Rebecca Bates Executive Assistant

Apologies:

Mrs R Biran (RBi) Assoc. Director of Corporate Governance

Minutes	Reference
1. Introductions (for the purpose of the audio recorder)	Verbal
The Chair welcomed Committee members to the meeting, which was taking place via WebEx due to COVID-19 social distancing restrictions. Committee members provided an introduction for the purpose of the meeting recording.	
2. Apologies for absence	Verbal
Apologies were received from Rajinder Biran.	
3. Minutes from the meeting held on 27th March 2020	POD (04/20) 001
The Committee reviewed the minutes of the meeting held on 27 th March 2020. The minutes were ACCEPTED as a true and accurate record of the meeting with no amendments.	
4. Acton log and matters arising from previous meeting	POD (04/20) 002
The Committee reviewed the action log. <ul style="list-style-type: none"> • <i>POD (01/20) 02/2a</i> RG to provide an update on the desktop review of market analysis data to the group • <i>POD (03/20) 003</i> It was noted that this is not really data but more a repository of guidance to be drawn together. 	
Action: RG to share data repository process before next meeting	

DISCUSSION ITEMS

5. COVID 19 : Workforce Assurance and redeployment

POD (04/20) 003

RG introduced the paper which had been produced by a number of authors including RG, PG and colleagues presented the April staffing position for the Trust and outlined the changes that had been implemented to respond to the Covid 19 pandemic.

The Committee discussed nursing model parameters and the patient to nurse ratio which has historically always been above the national UK within this Trust. The NICE standards are 1:8, and are being executed as so during COVID. LK, PG and RG undertook a spot check of two wards and the staffing levels were more favourable than the 1:8 ratio. A more in depth model is being developed by Enteci, overseen by LK, to monitor this in coming weeks.

RG reflected the baseball diamond diagram in the paper which assessed quantity, quality, outcome and morale. She suggested that the focus of the committee discussions should be on these areas of assurance.

DC and PG also discussed competency document completion for nursing and medical staff. This will be chased to understand why some colleagues are not completing their documentation on time and try relieve any anxieties or fears that may have arisen. TL raised that the purpose of the document was for colleagues to highlight where they felt incompetent and where risk might arise, so that mitigations could be put in place to support individuals and teams.

Action: Review Covid 19 workforce assurance again at next meeting

6. Mandatory Training Update

POD (04/20) 004

RG reported that the Trust's latest figure for mandatory training was 74.78%, which was well adrift of the 95% 31st March 2020 target.

RG reported that there were around 1595 staff who were non-compliant at year end. This was a combination of both face to face learning and e-learning completion.

There were 648 individuals who were required to complete Basic Life Support (Resuscitation) training but COVID-19 restrictions would require alternative methods to be employed to maintain physical distancing. Alternatives were also being worked on for fire and manual handling modules.

RG reported that people who had been working from home or self-isolating for example, had still been asked to complete their mandatory training.

RG suggested that slippage be allowed for the Emergency Department and AMU staff who are working during the Pandemic.

The Committee agreed that mandatory training should be positive encouraged and will not be paused because of Covid. The committee also suggested that RG should write to the 811 colleagues who have not been at 100% for two years in a row with a deadline for compliance to be managed through the group. .

**Action: All colleagues to be encouraged to complete Mandatory Training as soon as they are able
RG to write to colleagues who have been non-compliant for two years in a row.**

7. Recruitment Activity against vacancies

POD (04/20) 005

RG reported to the committee that recruitment activity has continued to take place but has slowed

during the Covid 19 response. Medical recruitment has proceeded via . Interviews and communications have taken place by phone, Whatsapp and WebEx interviews.

81.08 WTE new starters have commenced in April 2020 so far There are 177.37 confirmed start dates between April 20 and September 2020. There are 389.56 vacancies currently being advertised and recruited to, with 60 interviews planned.

Colleagues noted that regionally some other Trusts have halted some recruitment activities, but SWB did not plan to stop any recruitment.

RG reported that she has requested a recruitment recovery plan is put in place to ensure that the positive work that happened last year, with close oversight from this committee, was not lost. ML asked for the scrutiny and detail to be maintained and reported through this committee and at the Public Trust Board.

There has been an increase in the amount of Bank Staff enrolled with over 500 new bank workers being added to the system since Covid 19 began.

ACTIONS RG to produce recruitment recovery plan

RG to ensure People and OD Committee receive regular recruitment updates

RG to provide monthly recruitment numbers to the board

8. COVID 19: Psychological Interventions

POD (04/20) 006

RG noted the extensive current colleagues Interventions are being put in place virtually and face to face. There are three phases of interventions, Plan, Active and Recovery. RG took the committee through the interventions deliver through the Covid 19 health and well being team. This includes counselling support 24/7, onsite support for bereavement, debriefing interventions, onsite rest space, food allocation, and comprehensive well being pages on Connect and My Connect available to all colleagues. RG explained that to plan for the longer term, the Trust has asked for volunteers for Mental Health First Aiders, and over 100 colleagues have volunteered to date. The Trust are partnering with ‘March on Stress’, to provide training and expertise to all line managers in how to have a psychologically savvy conversation. The Trust will also train TRiM practitioners who will be released for up to 6 days a year to provide in depth support to colleagues experiencing symptoms of PTSD.

ML asked how will the interventions be measured and tested and how the Board will be assured that the interventions are working and having an impact on the right people. The group agreed that this is difficult to measure but could be managed through the amount of staff absence, what colleagues are off with, and how many complaints are received from patients, families and from staff. A scorecard will be brought to the Public Trust Board on 7th May for discussion.

RS noted he has discussed this with military colleagues, and the Trust needs to use the stress risk assessment process to identify colleagues at risk . Colleagues can note that they are “fine” but these colleagues can “fall the hardest”.

Action: RG to consider how the psychological interventions can be tested and measured to demonstrate effectiveness and bring a scorecard to the May Board

MATTERS FOR INFORMATION/NOTING

9. Matters to raise to the Trust Board

Verbal

The following topics were agreed by Committee members:

- Workforce assurance on Covid 19 discussions.
- 95% compliance for mandatory training was not been reached, and is a key issue for the Trust. Mandatory training is still expected to be completed.
- Recruitment numbers will remain under close scrutiny so the momentum of the past year is not lost.
- Psychological interventions and support for staff through and post COVID 19

10. Agenda items for the next meeting	Verbal
RG to draft and share with ML and TL for approval.	
11. Any other business	Verbal
None to report The Chair thanked all for their continued hard work in challenging times.	
12. Details of Next Meeting	
The next meeting will be held on 26 th June 2020, 09:30 - 10:45 in Room 13, Education Centre, Sandwell General Hospital.	

Signed
 Print
 Date