NHS
Sandwell and West Birmingham
NHS Trust

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Board Committee Chair's Report

Meeting:	**People and OD Committee (POD)**
Chair:	**Lesley Writtle**
Date:	**23rd February 2022**
Present:	**Members:** Lesley Writtle, Non-Executive Director (Chair), David Carruthers, Medical Director, Kate Thomas, Non-Executive Director, Mel Roberts, Chief Nurse Officer, Liam Kennedy, Chief Operating Officer, Dave Baker, Director of Partnerships and Innovation, Megan Fernandez, Deputy Chief People Officer **In Attendance:** Jo Wass, Assoc- Non-Executive Director Val Taylor, Assoc- Non-Executive Director **Apologies:** Frieza Mahmood, Chief People Officer

Key points of discussion	
1.	**COVID absence update and Vaccine update :** The committee discussed the national change in approach to mandatory vaccination. It received information that 86% of staff are now fully vaccinated. Work continues to ensure the correct details of unvaccinated staff are known and to make sure that information is provided to encourage vaccination. The committee recognised that the Trust will have to risk assess the placement of unvaccinated staff in areas where patients may be vulnerable.
	Chair's opinion: The committee felt partially assured on this matter. **Partial* Assurance**
2.	**MMUH update :** The committee received an update on the phases of work that had taken place with regard to the work force workstream and planning. People and Operational Development Committee (POD), has requested to see detail behind this work, before assurance can be provided to Trust Board. This will include work on affordability, availability of workforce, deliverability, transformational approaches, migration plan and full risk assessment.
	Chair's opinion: The Committee were not assured at this stage but expect more detail for the next meeting. **No Assurance**
3.	**Retention Update :** A proposed framework and approach was presented to the committee, this is at an early stage. Further work was requested to ensure alignment with other initiatives in the Trust

* See below for assurance classification

	Chair's opinion: Work presented in very early development so no assurance can be given at this stage		**No Assurance**
4.	**Pulse Check/Staff Survey Update:** Summary report received on this year's staff survey; final report awaited. The committee will receive the data on quarterly pulse surveys. We agreed to receive further information in April and a plan for improvement. The Trust will take the opportunity to learn from others that excel in this area to inform our learning.		
	Chair's opinion: Future plans will draw on all the information available to us and take a new and proactive approach to addressing staff experience in the Trust to see positive change**.**		**Partial Assurance**
5.	**E – Rostering Update:** Report was received by the committee outlining the proposal to procure and implement a long-awaited E-rostering system in the Trust. The committee approved the paper and the milestone plan. The paper will be presented to Finance, Investment and Performance Committee in parallel for approval. There was recognition of the significant change for staff and the need for strong project management.		
	Chair's opinion: The committee was reasonably assured regarding the approach being taken to procurement and implementation.		**Reasonable Assurance**
6.	**HR Integrated Scorecard:** The committee has requested a review of data for POD, to simplify ,focus and refine what is recived. Currently data is too complicated and unclear on actions to resolve.		
	Chair's opinion: Partial assurance as more work on the data is required.		**Partial Assurance**

Positive highlights of note

- Progression of E Rostering process

Matters of concern or key risks to escalate to the Board

- Position of Covid vaccination status
- More detailed work required for assurance on MMUH Workforce plans

Matters presented for information or noting:

- None

Decisions made:

- Approval of E Rostering procurement

Actions agreed:

- Revise workforce data information and actions for key failing areas
- Receive forward plan for POD Committee in March 2022
- Receive detailed MMUH workforce proposals March 2022

Assurance classification

	Description
No Assurance (red) — Partial Assurance — Reasonable Assurance — Substantial Assurance	Management cannot clearly articulate the matter or issue; something has arisen at Committee for which there is little or no awareness and no action being taken to address the matter; there are a significant number of risks associated where it is not clear what is being done to control, manage or mitigate them; and the level of risk is increasing.
No Assurance — **Partial Assurance** (yellow) — Reasonable Assurance — Substantial Assurance	There is partial clarity on the matter to be addressed; some progress has been made but there remain a number of outstanding actions or progress against any plans so will not be delivered within agreed timescales; independent or external assurance shows areas of concern; there are increasing risks that are only partially controlled, mitigated or managed.
No Assurance — Partial Assurance — **Reasonable Assurance** (orange) — Substantial Assurance	There is evidence of a good understanding of the matter or issue to be addressed; there are plans in place and these are being delivered against agreed timescales; those that are not yet delivered are well understood and it is clear what actions are being taken to control, manage or mitigate any risks; where required there is evidence of independent or external assurance.
No Assurance — Partial Assurance — Reasonable Assurance — **Substantial Assurance** (green)	There is evidence of a clear understanding of the matter or issue to be addressed; there is evidence of independent or external assurance; there are plans in place and these are being actively delivered and there is triangulation from other sources (e.g. patient or staff feedback)