

**Sandwell and West Birmingham NHS Trust**
**Board Committee Chair's Report**

<b>Meeting:</b>	People and OD Committee
<b>Chair:</b>	Lesley Writtle
<b>Date:</b>	23 <sup>rd</sup> March 2022
<b>Present:</b>	<p><b>Members:</b> Lesley Writtle, Non-Executive Director (Chair), David Carruthers, Medical Director, Kate Thomas, Non-Executive Director, Mel Roberts, Chief Nurse Officer, Frieza Mahmood, Chief People Officer, Liam Kennedy, Chief Operating Officer, Dave Baker, Director of Partnerships and Innovation</p> <p><b>In Attendance:</b> Jo Wass, Assoc- Non-Executive Director Val Taylor, Assoc- Non-Executive Director</p>

Key points of discussion		
1.	<b>Board Assurance Framework: Approval pre-Board sign-off</b>	
	<p><b>Chair's opinion:</b> The committee received the proposed BAF for people. Members considered it to be an accurate representation of the key risks. Discussion led to a few additions and the plan was agreed. The scale of work will lead to a review of infrastructure supporting POD to ensure there is pace and capacity to deliver</p>	Reasonable Assurance
2.	<b>COVID absence update and Vaccine update</b>	
	<p><b>Chair's opinion:</b> The committee received a report outlining the continued efforts related to staff Covid Vaccination. We were informed that 86% of staff have both vaccinations 91% have single vaccination. Future consideration will be given to staff refusing to have the vaccine. To date 37 staff have given a clear refusal. The committee was assured that every effort was being made to improve this position and we continue to prioritise safety of patient's families and staff.</p>	Reasonable Assurance
3.	<b>Terms of Reference and Future Plan of Work</b>	
	<p><b>Chair's opinion:</b> A verbal update was given the committee, its is recommended that POD receives a draft cycle of business and work plan for discussion in April. This will be driven by our newly agreed BAF and strategic objectives</p>	Reasonable Assurance

4.	<b>Staff Survey Update</b>	
	<p><b>Chair's opinion:</b> The committee received a comprehensive presentation and a detailed report on the staff survey. The results are overall disappointing with a general continued decline. Listening events are currently being held with staff groups. POD recommended the following:</p> <p>Presentation to Trust Board on key themes and proposed actions  Working with exemplar Trusts to refresh our planning approach  Consider targeting some expert advice  Immediate action with regard to poor response to EDI and Fairness in the Trust</p>	Partial Assurance
5.	<b>Staff Retention/Team Culture – QI Approach</b>	
	<p><b>Chair's opinion:</b> Plan agreed to pilot work on retention with 2 clinical areas, outcomes will then be reviewed before further rollout.</p>	Reasonable Assurance
6.	<b>Delivering MMUH Business Case – Committee focus</b>	
	<p><b>Chair's opinion:</b> the committee received a detailed presentation of work done to date this was in conjunction with the workforce supply and demand tool. There were 4 areas that the group focussed on: recruitment phasing and feasibility, recruitment approach, OD and change management, future ICS and collaboration.</p> <p>The committee was reasonably assured on work to date and supported the approach. However, the following risks were noted:</p> <p>Capacity to deliver the work from HR and OD perspective  Risk that we don't have specialist skills re Recruitment that will be needed  Workforce not available to recruit.</p>	Reasonable Assurance
7.	<b>Supply and Demand Forecasting Tool: Demonstration</b>	
	<p><b>Chair's opinion:</b> the tool was demonstrated to committee members as part of workforce discussion, very comprehensive and will flex to changes in our workforce statistics and forecasting.</p>	Reasonable Assurance
<b>Positive highlights of note</b>		
<ul style="list-style-type: none"> <li>None</li> </ul>		
<b>Matters of concern or key risks to escalate to the Board</b>		
<ul style="list-style-type: none"> <li>Staff survey</li> </ul>		
<b>Matters presented for information or noting:</b>		
<ul style="list-style-type: none"> <li>None</li> </ul>		
<b>Decisions made:</b>		

- BAF “people” signed off

**Actions agreed:**

- Pilot staff retention project
- Presentation of staff survey to Trust Board

## Assurance classification

	<p>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.</p>
	<p>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.</p>
	<p>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.</p>
	<p>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)</p>