

## 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>	27 <sup>th</sup> April 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,</p> <p><b>In Attendance:</b> Jo Wass, Assoc- Non-Executive Director Val Taylor, Assoc- Non-Executive Director</p>

Key points of discussion	
<b>1.</b>	<p><b>Update on Values</b></p> <p><b>Chair's opinion:</b> POD was updated on this programme of work, a wide range of work is taking place to contribute and co-create development of Trust Values. The Board will receive an update in May and POD will continue to ensure that this work is embedded in the Trust in a way that staff can easily understand. POD was reasonably assured work was progressing to plan.</p> <p style="text-align: right;"><b>Reasonable Assurance</b></p>
<b>2.</b>	<p><b>People Plan Strategy</b></p> <p><b>Chair's opinion:</b> The People Plan strategy has been reviewed to ensure the correct focus on the Trusts key outcome areas. The plan describes a year one focus on Leadership Development, Equality, Diversity Inclusion and Fairness. POD will ensure a simple approach to delivering a few areas of work well.</p> <p style="text-align: right;"><b>Reasonable Assurance</b></p>
<b>3.</b>	<p><b>MMUH OD Phase 2 Paper</b></p> <p><b>Chair's opinion:</b> Discussion took place regarding the OD approach to MMUH . More work was recommended to ensure a simple streamlined response that works in partnership with clinical leaders and managers. Further discussion in one month.</p> <p style="text-align: right;"><b>Partial Assurance</b></p>
<b>4.</b>	<p><b>MMUH Recruitment Phase 2 paper</b></p>

	<b>Chair's opinion:</b> POD received a paper discussing the prioritisation of recruiting essential posts to support MMUH. There are 99 WTE posts identified as challenging to recruit or essential for clinical change in readiness for MMUH move. The committee supported this request whilst acknowledging careful monitoring of recruitment is needed and also careful thought around hard to recruit posts	Reasonable Assurance
6.	<b>Management of change paper</b>	
	<b>Chair's opinion:</b> Comprehensive paper on Management of Change and MMUH approach received. Work will take place to work more closely with OD and local leaders to simplify the plan for Clinical Groups	Partial Assurance
7.	<b>Accountabilities Report</b>	
	<b>Chair's opinion:</b> The report was accepted	Reasonable Assurance
8.	<b>BAF</b>	
	<b>Chair's opinion:</b> Approach to working with BAF was agreed, draft POD workplan shared for comment and completion for May meeting	Partial Assurance
9.	<b>People Metrics</b>	
	<b>Chair's opinion:</b> Extensive work in progress to align metrics to key outcome areas. POD still receiving old approach to performance reporting and new initiatives. Concentrated work over next month to align to BAF outcome measures.	Partial Assurance
10.	<b>Recruitment KPIs</b>	
	<b>Chair's opinion:</b> Report received for information	Reasonable Assurance
11.	<b>F2SU</b>	
	<b>Chair's opinion:</b> Report received for information	Reasonable Assurance
<b>Positive highlights of note</b>		
<ul style="list-style-type: none"> <li>Work on Values Progressing well</li> </ul>		
<b>Matters of concern or key risks to escalate to the Board</b>		
<ul style="list-style-type: none"> <li>None</li> </ul>		
<b>Matters presented for information or noting:</b>		

- F2SU plan

**Decisions made:**

- Supported MMUH recruitment plan

**Actions agreed:**

- Next stage work on Values to Board development Day

## Assurance classification

<p>The diagram shows four boxes: 'No Assurance' (red), 'Partial Assurance', 'Reasonable Assurance', and 'Substantial Assurance'. A horizontal double-headed arrow is below the boxes. A vertical line with a '+' sign is to the right of the center, and a '-' sign is to the left of the center.</p>	<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>The diagram shows four boxes: 'No Assurance', 'Partial Assurance' (yellow), 'Reasonable Assurance', and 'Substantial Assurance'. A horizontal double-headed arrow is below the boxes. A vertical line with a '+' sign is to the right of the center, and a '-' sign is to the left of the center.</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>The diagram shows four boxes: 'No Assurance', 'Partial Assurance', 'Reasonable Assurance' (orange), and 'Substantial Assurance'. A horizontal double-headed arrow is below the boxes. A vertical line with a '+' sign is to the right of the center, and a '-' sign is to the left of the center.</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>The diagram shows four boxes: 'No Assurance', 'Partial Assurance', 'Reasonable Assurance', and 'Substantial Assurance' (green). A horizontal double-headed arrow is below the boxes. A vertical line with a '+' sign is to the right of the center, and a '-' sign is to the left of the center.</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>