



## Sandwell and West Birmingham NHS Trust

### Board Committee Chair's Report

<b>Meeting:</b>	People and OD Committee		
<b>Chair:</b>	Lesley Writtle & Val Taylor		
<b>Dates:</b>	29 <sup>th</sup> March & 26 <sup>th</sup> April 2023		
<b>Present:</b>	<b>Name</b>	<b>29th March 2023</b>	<b>26th April 2023</b>
	Lesley Writtle, Non-Executive Director <b>(Chair)</b>	Attended	Apologies
	Jo Wass, Assoc- Non-Executive Director <b>(Member)</b>	Attended	Attended
	Frieza Mahmood, Chief People Officer <b>(Member)</b>	Attended	Attended
	Mark Anderson, Chief Medical Officer <b>(Member)</b>	Apologies	Apologies
	Mel Roberts, Chief Nursing Officer <b>(Member)</b>	Attended	Apologies
	Daren Fradgley, Managing Director/Deputy CEO Core Org <b>(Member)</b>	Attended	Attended
	Simon Sheppard, Director of Operational Finance <b>(Member)</b>	Apologies	Attended
	James Severs, Chief AHP & Healthcare Scientist <b>(Member)</b>	Attended	Attended
	Meagan Fernandes, Deputy Chief People Officer	Attended	Attended
	Chilufya Dawo, Head of Internal Communications	Apologies	Attended
	Dan Conway, Assoc Director of Corporate Governance	Attended	Attended
	Val Taylor, Assoc- Non-Executive Director	Attended	Attended
	Martin Sadler, Executive Director for Information Technology and Digital	Attended	Apologies
Sarah Carr-Cave, Deputy Medical Officer		Attended	
Meggan Jarvis, Associate Director of Strategy		Attended	

\* See Reading Room for assurance classification

**29<sup>th</sup> March 2023**

1.	<b>POD Metrics Paper</b> <u>Chair's opinion:</u> This report has improved significantly and is very easy to understand. It outlines metrics on and off track. Each month there is a Focus on a couple of areas this month it was EDI performance with the committee agreeing further measures. Areas improving: HR casework, Time to hire, and first month improvement in sickness.	Reasonable Assurance
2.	<b>Digital Proficiency</b> <u>Chair's opinion:</u> POD received an update on key areas of work affecting the People Plan: significant challenges for frontline staff and improvement of digitalisation and synergy of trust systems. We also heard that Training is a significant area of investment to see improvement.	Reasonable Assurance
3.	<b>PDR Report</b> <u>Chair's opinion:</u> Trust PDR performance is reasonable but staff experience of their PDR is poor in quality terms. A revised form was shared with POD that incorporated the Trust Values work and also talked about other interaction with manager. It was agreed that PDRs should be undertaken over a 9 month window to focus on Trust priorities but allow time for a better experience in undertaking the PDR. Training was seen as essential.	Reasonable Assurance
4.	<b>Mandatory Training Report</b> <u>Chair's opinion:</u> Initial report received but not yet ready for sign off. Discussions about core mandatory training and role specific training, recording is complicated linked to "the 100 club", some staff have problems accessing a computer.	Partial Assurance
5.	<b>Draft PODC Forward Planner for the Year</b> <u>Chair's opinion:</u> Needs further discussion amongst Executive directors to ensure everything is covered/ meets deadlines. NEDs supportive of approach.	Partial Assurance
6.	<b>Update on POD Target Operating Model</b> <u>Chair's opinion:</u> Only 50% of paper covered. Target operating model will be revisited in April meeting. Part of Paper focussed on the contract with remediation, this has only 6 weeks to run. POD requested review of next steps earlier in the year to ensure continuity of service. Need to approach this in 2 stages: first stage short term continuity second stage longer term solution. Need to ensure there is no confusion between MMUH work and Core business.	Partial Assurance

7.	<b>MMUH MOC Report</b>	Discussed how a thorough review of the plan has taken place, looked at flexible approach of training plan . Concerns about scale of plan and capacity for staff to engage along with other expectaion upon them	Partial Assurance	
	<b>Chair's opinion:</b>			
8.	<b>MMUH Recruitment Report</b>	Some encouraging improvement to recruitment but still a significant challenge ahead especially with the hard to recruit areas, performance has demonstarted an improvemnet in time to hire but this relies on both HR and clinical teams meeting deadlines	Partial Assurance	
	<b>Chair's opinion:</b>			
<b>Positive highlights of note</b>		<b>Matters of concern or key risks to escalate to the Board</b>	<b>Matters presented for information or noting</b>	<b>Actions agreed</b>
<ul style="list-style-type: none"> <li>Work on review of PDR</li> </ul>		<ul style="list-style-type: none"> <li>Challenge of recruitment versus cost and Agency /bank use</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

## 26<sup>th</sup> April 2023

1.	<b>Remedium Contract Review Proposal</b>	The committee received a report recommending an extension to the current contract. More clarity to be sought around the details of the contract including the KPI's. Clarity also required on the baseline figures of the contract. The committee asked that work start now to look at the market for other potential partners in preparation for the new contract that will start in October.	Partial Assurance	
	<b>Chair's opinion:</b>			
2.	<b>Finance update on 23/24 Plans, incl. CIP and workforce</b>	A verbal update was given on the 23/24 finance plans. A revised deficit plan of £20.8m deficit was presented. With the proposed vacancy management and Trust flat trajectory on staffing numbers the committee agreed that sufficient assurance was presented on the organisations grip on workforce finances. It has been agreed that the slides presented are to be shared with committee members.	Reasonable Assurance	
	<b>Chair's opinion:</b>			
<b>Positive highlights of note</b>		<b>Matters of concern or key risks to escalate to the Board</b>	<b>Matters presented for information or noting</b>	<b>Actions agreed</b>
<ul style="list-style-type: none"> <li>The work completed on the 23/24 revised financial plans</li> </ul>		<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>