

Sandwell and West Birmingham NHS Trust

Board Committee Chair's Report

Meeting:	People and OD Committee
Chair:	Lesley Writtle
Date:	25 th May 2022
Present:	<p>Members: 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>In Attendance: Jo Wass, Assoc- Non-Executive Director Val Taylor, Assoc- Non-Executive Director</p>

Key points of discussion	
1.	<p>EDI Update</p> <p>Chair's opinion: POD received a general update on EDI from the Head of Diversity, this updated on a range of regulatory and compliance issues and shared with the committee our current performance. Significant work is underway and the Trust EDI plan will be received in July. There are several important initiatives that will be reported to Board in the summer.</p> <div style="text-align: right; border: 1px solid black; background-color: #FF8C00; padding: 5px; width: fit-content;">Partial Assurance</div>
2.	<p>MMUH Update</p> <p>Chair's opinion: The Committee received an update on MMUH plans Phase one work is complete. Phase two: POD will receive:</p> <ul style="list-style-type: none"> Final proposal on initial recruitment phase to include monitoring information in June. Presentation of second draft OD and Change management plan in July. Assurance Trust has capacity and capability skills to achieve recruitment plan in June <div style="text-align: right; border: 1px solid black; background-color: #FFD700; padding: 5px; width: fit-content;">Reasonable Assurance</div>
3.	<p>eRostering</p>

* See below for assurance classification

	<p>Chair's opinion: Update received on progress which is satisfactory, it was noted that the biggest challenge is the cultural change in moving to a new system of working. POD will monitor progress quarterly</p>	<p>Reasonable Assurance</p>
4.	<p>Fundamentals of Care</p> <p>Chair's opinion: Presentation received, POD fully supportive and acknowledges the three specific areas of support required.</p>	<p>Reasonable Assurance</p>
7.	<p>People Plan Update</p> <p>Chair's opinion: Chief people Officer Took committee through overview of next steps it was agreed the following will be finalised for June meeting to ensure POD maintains strong focus on objectives People plan strategy: early summer Plan on a page overview: June Timescales and executive ownership: July Performance metrics :early summer</p>	<p>Partial Assurance</p>
10.	<p>Board level Metrics</p> <p>Chair's opinion: Paper received, stable picture reported Further work on detailed Metrics for POD being discussed</p>	<p>Reasonable Assurance</p>
<p>Positive highlights of note</p> <ul style="list-style-type: none"> Progress with ESR rollout 		
<p>Matters of concern or key risks to escalate to the Board</p> <ul style="list-style-type: none"> 		
<p>Matters presented for information or noting:</p> <ul style="list-style-type: none"> 		
<p>Decisions made:</p>		
<p>Actions agreed:</p> <p>Detailed people plan outline to be received in June Detailed EDI plan to be received in July with further Trust Board development in autumn</p>		

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>