



**Sandwell and West Birmingham NHS Trust**

**Board Committee Chair's Report**

<b>Meeting:</b>	People and OD Committee		
<b>Chair:</b>	Lesley Writtle		
<b>Dates:</b>	26 <sup>th</sup> July 2023 & 30 <sup>th</sup> August 2023		
<b>Present:</b>	<b>Name</b>	<b>26<sup>th</sup> July 2023</b>	<b>30<sup>th</sup> August 2023</b>
	Lesley Writtle, Non-Executive Director <b>(Chair)</b>	Attended	Attended
	Jo Wass, Assoc- Non-Executive Director <b>(Member)</b>	Apologies	Attended
	Frieza Mahmood, Chief People Officer <b>(Member)</b>	Attended	Apologies
	Mark Anderson, Chief Medical Officer <b>(Member)</b>	Apologies	Attended
	Mel Roberts, Chief Nursing Officer <b>(Member)</b>	Attended	Apologies
	Daren Fradgley, Managing Director/Deputy CEO Core Org <b>(Member)</b>	Attended	Apologies
	Simon Sheppard, Director of Operational Finance <b>(Member)</b>	Apologies	Apologies
	James Severs, Chief AHP & Healthcare Scientist <b>(Member)</b>	Attended	Attended
	Jo Newens, Chief Operating Officer <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	Apologies	

\* See Reading Room for assurance classification

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

1.	<b>EDI Priorities Update</b>			
	<b>Chair's opinion:</b> The committee received its quarterly update, we heard that a lot of work is being done to establish effective foundations by working with staff side colleagues and staff networks. The plan is aligned to NHSE plan high priority areas. The committee raised concerned about capacity to deliver this work and noted a delay in its implementation.			Partial Assurance
2.	<b>Implementing an Improvement System to achieve Continuous Quality Improvement: Update and Next Steps</b>			
	<b>Chair's opinion:</b> This report was received to note			N/a
3.	<b>POD Metrics</b>			
	<b>Chair's opinion:</b> Report received , particular focus on Vacancies, Time to Hire, Sickness. Whilst a lot of effort is being targeted to resolve sickness issues the percentage keeps increasing , POD has requested further analysis of areas of the Trust with significant levels of sickness and we discussed preparation for winter months including health and wellbeing support and effective staff vaccination.			Reasonable Assurance
4.	<b>Remedium Contract</b>			
	<b>Chair's opinion:</b> POD requested an update on the contract and the process in place to look at long term solutions. We were informed of monthly contract performance meetings to monitor performance. Pod will receive details of an options appraisal for future solutions in September			Partial Assurance
5.	<b>Workstream sprint status</b>			
	<b>Chair's opinion:</b> Report author unable to be at the meeting. This months report was felt to be very theoretical and was difficult to be assured of real practical progress. Discussions will be held outside of meeting			Partial Assurance
	<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>
	•	• Continued concern about levels of sickness	•	• Options appraisal for long term approach to recruitment expected September 2023

6.	<b>Summary briefing of the NHS Long Term Workforce Plan</b>	
	<b>Chairs opinion:</b> Briefing analysed if there are any gaps in our local plans, general view is that our plans are similar, it was felt we could do more to work with local communities, partners and the ICS Particularly work with Universities. Further challenge: are we transformational enough about the future roles the Trust needs.?	Reasonable Assurance
7.	<b>Trust Grip and Control Plan</b>	
	Comprehensive report received describing the workforce optimisation plan, POD will focus on monitoring 5 key areas of focus : recruitment, Bank and agency use, sickness management, improving turnover and workforce productivity. This is to be monitored weekly via Flash reports and monitored in conjunction with FIPC monthly.	Partial Assurance
8.	<b>POD Metrics</b>	
	<b>Chairs opinion:</b> Report received and is showing long term metrics are slowly moving in the right direction in light of current climate. Where we can see improvements we have recommended thanking staff : we saw a problem , we have done xxx we are appreciative.	Reasonable Assurance
9.	<b>Management of Change Progress Report</b>	
	<b>Chairs opinion:</b> Good progress is being made, most of team leading change are recruited. Some small changes in scheduling are reported. Early completed work is providing learning for next phases	Reasonable Assurance
10.	<b>Organisational Development Proposal</b>	
	<b>Chairs opinion:</b> Report received again showing progress 8 priority areas identified for starting work, this will look at leadership, Team health and wellbeing and new ways of working. We heard that this work will be conducted between in house teams and external facilitators using the ARC methodology.	Reasonable Assurance
11.	<b>BAF Update</b>	
	<b>Chairs opinion:</b> Updated report received that ties in with the POD workplan	Reasonable Assurance

Positive highlights of note	Matters of concern or key risks to escalate to the Board	Matters presented for information or noting	Actions agreed
<ul style="list-style-type: none"> <li>Good progress with MOC and OD programmes</li> </ul>	<ul style="list-style-type: none"> <li>Continued high sickness rates</li> <li>Capacity for amount of change management in organisation</li> </ul>	<ul style="list-style-type: none"> <li>Trust work on long term work force plan</li> </ul>	<ul style="list-style-type: none"> <li>To Monitor the Trust Grip and control plan monthly</li> </ul>