

### 3As Highlight Report

Meeting Name: People and Culture Committee

Meeting Chair & Report Author: Manjit Darby

Meeting Date: 11 December 2024

Quorate: Y

Agenda Item Title:	Minute Reference:	Lead:	Description:	BAF Ref:	CRR Ref:	Directorate Risk Ref:
<b>ALERT:</b> Alert to matters that need the Board's attention or action, e.g. an area of non-compliance, safety or a threat to the Trust's strategy						
<b>ADVISE:</b> Advise the Board of areas subject to on-going monitoring or development or where there is negative assurance						
M7 Workforce and Agency Reduction Plan 2024/25 M7 2024-25 Monitoring progress against the workforce plan	PCC/24/93		<p>Agency reduction – No off framework uses in October and November, agency spend continues to be below our planned forecast trajectory for this year.</p> <p>M7 2024-25 Monitoring progress against the workforce plan was received and noted as very useful for system oversight and provided good assurance.</p> <p>Price cap breaches discussed and plan to reduce noted. Risk discussed and agreed not to reduce at this point despite good progress as we remain high compared to other trusts.</p> <p>Recruitment and retention – Noted registered nursing compared to last year we have 155 additional nurses, on target to meet the plan by the end of the year. We have also recruited 143 HCA and confirmed the plan target is changing. Noted positive that we had zero HCA leavers in October the HCA ambassadors programme supporting new starters helps them really understand the role before starting. Noted re-banding of HCAs from Band 2 to 3 in November was a significant piece of work, too early to say what impact that will have on retention.</p>	06		
<b>ASSURE:</b> Inform the Board where positive assurance has been received						
<u>Sexual Misconduct Plan</u>			Received report which clarified next steps, where we are at and what we are doing as an organisation. Adapting the national policy with the LPT version being launched in January. eLearning available for all.	07		

			Attended the NHSE webinar on this agenda which confirmed we are meeting requirements there will be more specialist training required, reported through staff safety group.			
Health and Wellbeing Update	PCC/24/94		Received HWB update. The plan includes - activities connected with our culture work, noted we have just relaunched the team time out funded by our charity, staff survey response rate of 58.4% bank staff at 34% the highest in the country we will measure results against our indicators results available in March 2025. Winter wellbeing information sent out to teams via email and road shows. Committee assured.	07		
Mandatory Training Flash Report as 1 December 2024	PCC/24/95		Report noted and positive news re improvement in estates and facilities which are now benchmarked in the report, noted we are meeting or Trust overall compliance target. Volunteers are not included in the report but are also compliant. It was advised individual service lines are discussed in AFM then escalated to EMB and SEB if have non-compliant staff, we have a checklist on wards to ensure staff are trained to ensure it's safe. Noted FYPC have strengthened governance with deep dives at weekly DMT meeting and take actions, our service lines have improved on our performance. It was noted every line is discussed at AFM with triangulation of compliance with appraisal, supervision, and mandatory training along with safety incidents	06		
Committee Policy Progress Report	PCC/24/97		Noted there are 45 policies that fall under the remit of the committee the report provides the following assurance - none are overdue, 9 are in the review period and no extensions have been requested.  Policy Monitoring Compliance Request - Mapping exercise being undertaken to ensure policy authors are complying with the measures and timescales.			
Board Assurance Framework	PCC/24/98		Considered and noted. No changes			



Workforce Development Group (WDG)	PCC/24/99		<p>Group established in November and has picked up the actions from PCC. Exit interviews now on WDG workplan, what are we doing, what does our data tell us and how we receive data. WDG will review ideas how to increase uptake and the frequency of which we receive data.</p> <p>International nursing report not indicating we need any more IENs in our workforce plan, detail to be picked up by WDG and report back to PCC.</p> <p>We continue to monitor and engage with UHL whether we can increase our Occupational Health capacity this is on EMB and SEB agenda also will be picked up through WDG.</p>	06 07		
Medical Workforce Plan	PCC/24/100		<p>Received the report and noted key achievements including deputy medical directors being appointed, appointment of a chief clinical information officer and recruited 8 of our trainees into consultant posts this year. Supporting our SAS doctors to become approved physicians.</p>	06		
<b>CELEBRATING OUTSTANDING:</b> Share any practice, innovation or action that the Committee considers to be outstanding						
Health and Wellbeing Update	PCC/24/94		<p>Staff Survey 54.8% a further improvement in relation to completion levels.</p>			

