

<b>People &amp; Operational Development Assurance Committee, Key Issues Report</b>		
<b>Report Date:</b> 11 June 2024		<b>Report of:</b> People & Organisational Development Assurance Committee
<b>Date of meeting:</b> 11 June 2024		Teresa Boughey, David Brown, Sara Biffen, Trevor Purt, Wendy Nicholson, Simon Balderstone, Emma Wilkins, Sabeena Khan, Nick Dowd, James Owen & Lisa Mitchell
1	<b>Agenda</b>	<p>The Committee considered the following:</p> <ul style="list-style-type: none"> <li>• People &amp; OD Assurance Report</li> <li>• Board Assurance Framework</li> <li>• Risk Report</li> <li>• Employee Relations Bi-annual report</li> <li>• Library Assessment update</li> <li>• Royal College of Midwifery &amp; Nursing Positional Statement</li> <li>• Vacancy Approval following system panel from April 24 and cost of recruiting</li> <li>• Grievance Policy</li> <li>• Cycle of Business Bi-monthly meetings</li> </ul>
2a	<b>Alert</b> <i>Matters of concerns, gaps in assurance or key risks to escalate to the Board</i>	<ul style="list-style-type: none"> <li>• Notified of a further Junior Doctor strike scheduled for the 27 June to 02 July 2024: work ongoing to assess the impact.</li> <li>• Clinical Support Worker job banding review continues following changes to National Job Profile for Healthcare Support Workers. Recommendation that the Finance &amp; Performance Assurance Committee also have oversight .</li> </ul>
2b	<b>Assurance</b> <i>Positive assurances and highlights of note for the Board</i>	<ul style="list-style-type: none"> <li>• Whilst we still have a lot of work to do, the Trust are proud to be in the top ten of the National Staff Survey Selection for seeing improvement in 4 out of the 7 themes of the People Promise Elements.</li> <li>• Received the ER Bi-annual report, highlighting ongoing team efforts and improvements under the Employee Relations Casework workstream. Work is on-going and the committee will continue to seek regular assurance.</li> <li>• The Trust's Library Services have celebrated its good practice, innovation, knowledge and support for ongoing improvements following a recent assessments by Quality and Improvement Outcomes Framework for NHS-Funded Knowledge and Library Services in England</li> <li>• Grievance Policy was recommended for approval subject to some clarifications and minor amendments.</li> </ul>
2c	<b>Advise</b> <i>Areas that continue to be reported on and/or where some</i>	<ul style="list-style-type: none"> <li>• The Committee took assurance after reviewing the vacancy control process and report. Recommendations for improvements were made for future assurance reports. The committee reviewed the risk register and recommended further work to ensure alignment with the corporate risk register, BAF, Internal Audit actions and Cost Improvement</li> </ul>

	<i>assurance has been noted/further assurance sought.</i>	Programmes. Continue to investigate third line assurance options to refine BAF 3 & 4 further		
2d	<b>Actions Significant follow up actions</b>	<ul style="list-style-type: none"> <li>• Further work continues to look into cost of recruitment across a range of professions, reporting back to the committee's next meeting.</li> <li>• Work continues to ensure discrimination concerns are dealt with robustly and that managers are trained in investigation processes and recognising covert racism. Further discussions on this for the next committee meeting.</li> </ul>		
3	<b>Report compiled by</b>	<i>Teresa Boughey, Chair of People &amp; Organisational Development Assurance Committee</i>	<b>Minutes available from</b>	<i>Lisa Mitchell/Julie Wright</i>