

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**MINUTES OF THE PEOPLE AND CULTURE COMMITTEE (PCC) MEETING HELD ON THURSDAY
27th JULY 2023 AT 10.00AM – FACE TO FACE MEETING VIA BOARD ROOM, LEICESTER
ROYAL INFIRMARY****Voting Members Present:**

Mr B Patel – Non-Executive Director (Chair)
 Ms C Teeney – Chief People Officer (For Minute 39/23/3)
 Ms V Bailey – Non- Executive Director
 Mr A Haynes- Non-Executive Director

In Attendance:

Dr R Abeyratne, Director of Health, Equality and Inclusion
 Ms K Ceesay – Deputy Chief People Officer (For Minute 39/23/1, 39/23/4)
 Ms B Cassidy- Director of Corporate and Legal Affairs
 Mr R Manton – Head of Risk and Assurance (For Minute 39/23/4)
 Ms Z Marsh – Associate Director People Services Workforce (For Minute 39/23/1, 39/23/2)
 Ms E Meldrum – Deputy Chief Nurse (For Minute 23/23/1)
 Mr J Melbourne- Chief Operating Officer
 Ms L Milnes – Head of Health and Well-being and Staff Experience (For Minute 39/23/3)
 Ms N Patel – Corporate and Committee Services Officer
 Dr R Singh, Guardian of Safe Working and Consultant in Medicine (For Minute 34/23/1)
 Ms H Stokes – Corporate and Committees Services Manager
 Ms S Zavery- Head of Equality, Diversity, and Inclusion (For Minute 34/23/2)

		<u>ACTION</u>
	<u>RECOMMENDED ITEMS</u>	
34/23/1	Junior Doctors Guardian of Safe Working Hours	
	<p>Dr R Singh, Guardian of Safe Working and Consultant in Medicine, presented the Guardians of Safe Working Hours in line with the 2016 Junior Doctors Contract. He noted that the exception reports raised from 1st March to 31st May 2023 was 115. This has been a decrease from the previous quarter. It was concluded that exception reports are being reviewed and changes had been implemented as required which included the Trust's process to response time.</p> <p>Dr A Haynes, Non-Executive Director noted the good work and highlighted whether they should be proactively seeking out potential concerns. Dr R Singh, Guardian of Safe Working and Consultant in Medicine mentioned they had organised drop- in sessions in response to seeking out potential concerns and ensured the data is compared and cross referenced. The Chief People Officer noted it would be useful to assess the guardians of safe working to other organisations and whether we had conducted this analysis before to which Dr R Singh emphasized the importance of addressing cultural concerns and engaged directly with those involved. He also added consideration to involve chief registrars.</p> <p>The PCC Non-Executive Chair noted the great work that had been undertaken.</p>	
	<u>Recommended:</u> that Junior Doctors Guardian of Safe Working Hours were endorsed and recommended for Trust Board approval. A standalone report is included on the 14.09.23 Trust Board agenda accordingly	
34/23/2	Workforce Returns - EDI Update	
	Ms S Zavery, Head of Equality, Diversity, and Inclusion reported the analysed data against WRES and WDES standards by May 31, 2023. She highlighted for the first time, Trusts are also expected to report against the Bank WRES and Medical WRES data standard. Although not mandatory, the Trust had committed on reporting on medical WRES that was completed in line with national	

	<p>timescales. Ms S Zavery, Head of Equality, Diversity and Inclusion also noted the ongoing development of the EDI Workforce programme.</p> <p>The PCC Non-Executive Chair highlighted that it would be interesting to see a comparison of data from 2014 and see what has changed and what we can do better as an Trust. Ms R Abeyratne, Director of Equality, Diversity and Inclusion noted there had been observable improvements in numerical aspects and saw visible commitment in the colleague experience. She also noted this would be translated in the upcoming staff survey. The PCC Non-Executive Chair thanked the team for their hard work and recommended to link in with external organisations such as BAME Voice and BAPIO for additional support.</p> <p>It was concluded that WRES and WDES outcomes evidence improvements made from last year's position across a range of indicators but noted that there is still significant amount of work to do. PCC was assured that EDI work programme was developed with alignment to both local and national requirements.</p>	
	<p>Recommended: that (A) Workforce Returns - EDI Update is endorsed and recommended for Trust Board approval. A standalone report is included on the 12.10.23 Trust Board agenda accordingly.</p> <p>And (B) to link in with BAME Voice and BAPIO for additional external support with the data.</p>	CPO HEDI
	RESOLVED ITEMS	
35/23	APOLOGIES FOR ABSENCE	
	Apologies for absence were received from Prof T Robinson, Non-Executive Director, Ms J Hogg, Chief Nurse and Mr M Simpson, Director of Estates, Facilities and Sustainability, Ms G Collins-Punter Associate Non- Executive Director and Mr A Carruthers, Chief Information Officer.	
36/23	DECLARATIONS OF INTERESTS	
	There were no declarations of interests made at this meeting.	
37/23	MINUTES	
	Resolved – that the minutes of the meeting of the People and Culture Committee (PCC) on 25 May 2023 confirmed as a correct record.	
38/23	MATTERS ARISING	
	Paper B updated members on the position of actions from previous PCC meetings.	
	Resolved – that the report be noted, and any updates be taken forward by the named leads.	Named Leads
39/23	KEY ISSUES FOR ASSURANCE	
39/23/1	<u>People Services Update</u>	
	<p>Ms K Ceesay, Deputy Chief People Officer and Ms Z Marsh, Associate Director of People Services, provided a summary of people services update which included updates on Industrial Action, Pay Award and NHS Long Term Workforce Plan.</p> <p>Ms K Ceesay, Deputy Chief People Officer noted that the People Services Work Programme was reported by the Transformation Collaborative and underwent a significant governance change and would be overseen by Financial Oversight Programme, assembled by the Trust that would take charge overseeing the financial aspects as outlined in response to a letter from NHSE. This move ensured that the operational aspects of the program were thoroughly reviewed and adjusted accordingly. In terms of Industrial Action, Ms V Bailey, Non-Executive Director, questioned if there are any risks to specific CMGs to which the Chief Operating Officer noted the slight variance of risk within each CMG. Ms Z Marsh, Associate Director of People Services noted they have established a partnership with BMA (British Medical Association) and provided extensive support to junior doctors and ensured their safety through enhanced security measures and improved facilities.</p>	

	<p>Ms V Bailey, Non-Executive Director, noted a massive well done for JNC (The Joint Negotiation Committee). The PCC Non-Executive Chair echoed his congratulations for the achievement.</p> <p>The Committee was assured about the progress of the ongoing work being carried out by People Services team.</p>	
	<u>Resolved</u>- that the contents of the report be received and noted.	
39/23/2	<u>Employee Relations Report</u>	
	<p>Ms Z Marsh, Associate Director of People Services provided an update on Casework overview and concluded that 122 cases had been resolved and there had been a significant reduction in long term sickness cases over 6 months.</p> <p>Additional work was carried out benchmarked with employee relations and along with efforts towards improvement. A review was conducted with medical governance and BAPIO, focusing on the role of cultural ambassador in addressing issues related to discrimination.</p> <p>The Committee noted the report and acknowledged the positive news on the reduction of sickness cases.</p>	
	<u>Resolved</u> – that the contents of the report be received and noted.	
39/23/3	<u>National Staff Survey 2023</u>	
	<p>The Chief People Officer updated the Committee on the outline of work planned and underway to deliver this year's Staff Survey. She highlighted to the committee there would be an 8-week campaign to encourage colleagues to participate in the Staff Survey. Ms L Milnes, Head of Health and Well-being and Staff Experience, highlighted the introduction to the long service awards, which received strong appreciation from colleagues. She also noted the annual awards, previously known as the "caring as it best" awards, underwent a transformation. The new UHL annual recognition awards now consist of 15 categories, that offered a broader scope of recognition. This change ensured more comprehensive coverage and a heightened sense of value and acknowledgment for a wider range of individuals. The upcoming final awards ceremony, scheduled for the 28th of September, was highlighted. This year saw the highest number of nominees, reflecting the growing engagement with the awards. The Chief People Officer extended invitation to members to join in celebrating at the secret garden. She noted the appreciation towards the estates and facilities team for their invaluable assistance in making the event a success.</p> <p>In terms of the staff survey, the Chief People Officer informed the committee that they had moved from their contract with Picker to new contract made with IQVIA which would be the new provider for staff survey 2023. She also noted that Estates and Facilities would continue to do their survey on paper. Ms V Bailey, Non-Executive Director noted the importance of showing good communication to colleagues with notable examples as a result from the survey. Chief People Officer taken the point on board.</p> <p>The Chief People Officer assured the Committee on last years efforts as the response rate surpassed the national average and achieved headline target. The PCC Non-Executive Chair noted thank you to the team for their efforts and look forward to the staff survey results this year.</p>	
	<u>Resolved</u> – that the contents of the report be received and noted.	
39/23/4	<u>Workforce Planning (aligned to BAF Risk 10)</u>	
	<p>Ms K Ceesay, Deputy Chief People Officer, provided an update on the current workforce schemes in place and an high- level overview of the increased capacity requirements. She highlighted that the programmes involved would transform workforce models.</p> <p>The Chief People Officer emphasised about staying on track with individual programs and understanding the overall picture and its potential implications. The PCC Non-Executive Chair had noted that the report was overseen by other committees to ensure proper oversight.</p>	

	The committee was assured that the appropriate governance and oversight is in place to support the achievement of the transformation ambitions and the mitigation of risks any risks involved.	
	Resolved – that the contents of the report be received and noted.	
40/23	CONSIDERATION OF BAF RISKS IN THE REMIT OF PEOPLE AND CULTURE COMMITTEE	
	Board Assessment Framework - The Committee reviewed strategic risk 10 on the BAF around insufficient workforce capacity, capability and lacking diversity which was aligned to the committee and its work plan. There are no significant changes proposed to the content this month and controls, assurances and key next steps are aligned to papers on the agenda and discussed at the meeting. There were no changes proposed to the scores of this risk this period: Current rating is 20 (likelihood of almost certain x impact of major), Target rating is 9 and Tolerable rating 12	
	Resolved- that the contents of the report be received and noted.	
41/23	ITEMS FOR NOTING	
	Resolved – that the following reports be received and noted: None.	
42/23	ANY OTHER BUSINESS The Chief People Officer highlighted dates for information: <ul style="list-style-type: none"> • Pride celebrated across Leicester, Leicestershire & Rutland in September. • Staff Annual Recognition Awards Evening on 28th September • Black History Month celebrations in October • Disability month celebrations in November. • BAPIO Conference in early December 	CPO
43/23/1	<u>UHL Support for Forthcoming Events</u>	
	No forth coming events.	
	Resolved – that the position be noted.	
44/23	IDENTIFICATION OF ANY KEY ISSUES FOR THE ATTENTION OF THE TRUST BOARD	
	Resolved- that (A) the item in Minute 34/23/1 mentioned above be recommended for Trust Board approval.	PCC NED CHAIR
45/23	DATE OF THE NEXT MEETING	
	Resolved – that the next meeting of the People and Culture Committee be held on Thursday 28th September at Board Room, Leicester Royal Infirmary. 10.00am until 12.30pm.	

The meeting closed at 12.02pm.

Ninakshi Patel– Corporate and Committee Services Officer

Cumulative Record of Members' Attendance (April 23- March 24)

Members

Name	Possible	Actual	% Attendance
Mr B Patel (Chair)	2	2	100
Ms V Bailey	2	2	100
Mr A Carruthers	2	1	50
Ms G Collins-Punter	2	1	50
Dr G Sharma (until April 2023)	1	0	0
Dr A Haynes	2	1	50

<i>Ms J Hogg</i>	2	0	50
<i>Ms J Melbourne</i>	2	2	100
<i>Prof T Robinson</i>	2	0	0
<i>Mr M Simpson</i>	2	1	50
<i>Ms C Teeney</i>	2	2	100
<i>Ms B Cassidy</i>	2	1	50