

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**MINUTES OF THE PEOPLE AND CULTURE COMMITTEE (PCC) MEETING HELD ON THURSDAY
25 JANUARY 2023 AT 10.00AM – VIRTUAL MEETING VIA MICROSOFT TEAMS****Voting Members Present:**

Mr B Patel – Non-Executive Director (Chair)
 Dr A Haynes – Non-Executive Director
 Ms C Teeney – Chief People Officer (For Minute 68/23/1)

In Attendance:

Ms B Cassidy – Director of Corporate and Legal Affairs
 Ms K Ceesay - Associate Director of People Services and Transformation (For Minute 68/23/5)
 Mr A Carruthers – Chief Information Officer
 Ms T Francis – Senior People Officer (For Minute 68/23/4)
 Mr R Manton – Head of Risk and Assurance (For Minute 69/23)
 Ms E Meldrum – Deputy Chief Nurse (For Minute 68/23/2)
 Ms L Milnes – Head of Health and Well-being and Staff Experience (For Minute 68/23/3)
 Mrs N Patel – Corporate and Committee Services Officer
 Mr M Simpson – Director of Estates, Facilities and Sustainability
 Dr G Sharma – Non-Executive Director

		<u>ACTION</u>
	<u>RECOMMENDED ITEMS</u>	
63/23	Junior Doctors Contract Guardian of Safe Working Report	
	<p>The Chief People Officer provided an update on behalf of Mr Andrew Furlong, Medical Director and Mr Dan Barnes, Deputy Medical Director who was unable to attend the meeting.</p> <p>The PCC committee was provided an update on the quarterly report on Exception Reporting that from 1st September to 30th November 2022, 171 exceptions reported have been recorded which is a decrease of 24 from the previous quarter. Dr Andy Haynes, Non- Executive Director asked a question around IMGs and Non-Training Grade Juniors and if they have an opportunity to use this route and if so, would the data be added to report. The Chief People Officer noted the question and will take the feedback to the team involved in the work.</p> <p>The PCC committee was assured and approved the paper for Trust Board.</p>	CPO
	<u>Recommended</u> The Junior Doctors Contract Guardian of Safe Working are endorsed and recommended for Trust Board approval. A standalone report is included on the 09.02.23 Trust Board agenda accordingly	CPO
	<u>RESOLVED ITEMS</u>	
64/23	APOLOGIES FOR ABSENCE	
	Apologies for absence were received from Prof T Robinson, Non-Executive Director, Ms J Hogg, Chief Nurse and Dr R Abeyratne, Director of Health, Inequality and Inclusion.	
65/23	DECLARATIONS OF INTERESTS	
	There were no declarations of interests made at this meeting.	
66/23	MINUTES	
	<u>Resolved</u> – that the minutes of the meeting of the People and Culture Committee (PCC) on 22 December 2023 confirmed as a correct record.	
67/23	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
68/23	KEY ISSUES FOR ASSURANCE	
68/23/1	<u>Industrial Action Update and Oversight Report</u>	
	<p>The Chief People Officer provided assurance and the current update of the national industrial action and noted the continuous support. The Chief People Officer highlighted to the committee that 1st and 6th February for the teachers to take industrial action and thanked colleagues in emergency planning, workforce, operation, and clinical services that has responded to preparing the organisation for disruption that may take place. The PCC Committee Non-Executive director chair noted the current ballots in place which included the junior doctors strike action. Dr Andy Haynes, Non-Executive Director, mentioned the junior doctor's strike and what support that would be provide. Dr Gopal Sharma, Non-Executive Director, added about the EMAS (East Midlands Ambulance Unit) strike and if the wider system is looked at to help the patients at the right place. The Chief People Officer assured the OPC Committee that planned actions are in place from previous lessons learned and is managed as a whole system. She also added there has been support from wider partnerships such as Leicester Partnership Trust. Dr Gopal Sharma, Non – Executive Director also mentioned whether the strike action affected by pre-school children that have parents who are frontline staff. The Chief People Officer highlighted that information is being received from local authorities which schools have taken strike action and managers are supporting colleagues with home arrangements if needed.</p> <p>The PCC Non-Executive Director Chair was assured of the update and planned work to mitigate any potential risks that may occur as result of strike action.</p>	CPO
	Resolved- that the PCC Committee was assured and noted the paper.	CPO
68/23/2	<u>Pathway to Excellence Programme Update</u>	
	<p>Ms Eleanor Meldrum, Deputy Chief Nurse, provided assurance to the committee on the progress and recruitment currently underway on the Pathway to Excellence© Programme, in which creates positive practice environment for nursing/midwifery staff that improved engagement, experience and staff retention. Ms Eleanor Meldrum, Deputy Chief Nurse, highted to PCC Committee the planned timeline for Journey to Excellence and noted that some of the work had been undertaken since the paper was last presented in August 2022. The Chief People Officer congratulated the nursing team on the ongoing piece of work considering the current pressures on the wards. Dr Andy Haynes, Non- Executive Director, noted the good work and asked if this is being broaden out to other professions for shared decision making. Ms Eleanor Meldrum, Deputy Chief Nurse, noted there are currently shared decision-making counsels with mixed multidisciplinary team to support nurses. The PCC committee was assured that contents of the discussion and supported the process. It was noted the work that Estates and Facilities department on ensuring they are supporting the wards and the PCC Non-Executive Director welcomed a deep dive report on estates and facilities at a future PCC Meeting.</p> <p>The PCC Non-Executive Chair noted the excellent work that has gone underway and look forward to future updates.</p>	DCN
	Resolved – that (A) the PCC Committee was assured and noted the paper and (B) an deep dive report on Estates and Facilities to come in future PCC Meeting.	DCN
68/23/3	<u>Health and Wellbeing Update</u>	
	<p>Ms Linsey Milnes, Head of Health & Wellbeing and Staff Experience, provided an update on the Health and Well-being work programmes and the progress of the ongoing work and proposed workstreams that are currently in place to support colleagues working at University Hospitals Of Leicester NHS Trust. The PCC committee was updated on workstreams discussed such as TRiM, AMICA, In- Work Poverty schemes and Suicide Prevention in the workplace and was assured that the work is currently is progressed well. Ms Linsey Milnes like mentioned the in-work poverty in the restaurant and thanked the Estates and Facilities team on their help to support colleagues. it was also noted to the PCC Committee the Occupational Health are seeing colleagues with referrals to</p>	HHWSE

	<p>stress, anxiety, depression, and psychological issues as historically would be MSK issues. It was also noted the uptake for flu and vaccine has been low and replicated nationally and the Chief People Officer noted lessons learned and currently working on planned actions for this year's uptake. The PCC Committee was presented with TRiM update (Trauma Risk Management) and ran a TRiM awareness week. In addition, Compassion fatigue training has run since July 2022 and feedback has been positive. The Chief People Officer noted there was a lesson learned review on vaccination this season and will anticipate better planning for next year. The PCC Non- Executive Chair noted the evidence in gathered around taking off-site vaccinations and the requirement to be proactive with including them within the University Hospitals Leicester Trust numbers.</p> <p>Dr Gopal Sharma, Non-Executive Director noted the feedback received from his staff and asked how colleagues are supported by AMICA and how the feedback is measured. The Chief People Officer thanked Gopal for the feedback and mentioned that occupational health staff are currently working through referrals and the data collated will come to a future report.</p> <p>The PCC Non-Executive chair thanked Linsey and the team for the hard work behind the workstreams.</p>	
	<p>Resolved – that the (A) Committee was assured and noted the paper and (B) The Chief People Officer to have a conversation with Mr Gopal Sharma, Non-Executive Director in relation to data gathering within AMICA services.</p>	HHWSE
68/23/4	<u>Strategy and Values Engagement</u>	
	<p>The PCC Committee was provided an overview on the work progressed on partnership of external provider Clever Together which engaged with colleagues to develop University Hospitals Of Leicester NHS Trust long term future strategy. The PCC committee was provided assurance on the ongoing work to support, and promotion undertaken. Ms Trish Francis, Senior People Officer, highlighted to the committee that the engagement platform will be open between 24 January – 14 February 2023 inclusive. The platform will give colleagues opportunity to voice their opinions on the University Hospitals Leicester NHS Trust behaviours and cultures. In addition, it was noted within the first day, the platform gained over 3000 comments. The next steps included was establishment of a Strategy and Values Implementation Steering Group to support all aspects of transition from current position to full embedment of strategy, values, and strategic framework.</p> <p>The PCC Non-Executive Director Chair highlighted if the digital initiatives are available 24/7 as people who work night shifts maybe missed. Ms Trish Francis, Senior People Officer, noted the platform is accessible 24/7 and on the wards.</p> <p>The PCC Non-Executive Director Chair noted the good work and encourages colleagues to support the work undertaken in engagement events.</p>	SPO
	Resolved – that the report received and noted.	SPO
68/23/5	<u>Transactional Services and Workforce Transformation Initiatives</u>	
	<p>The report provided assurance that the improvements are progressing in line with the BAF risk "failure to recruit, retain, redesign and transform the workforce". Ms Karen Ceesay, Associate Director of People Services and Transformation provided the current controls in place to effective and communicate and mitigate the gaps identified in the External Audit Report. It was highlighted the Locum's Nest Implementation continues across the trust and successfully completely initial pay run at the end of December and planned to move full digital solution by 1st March 2023. It was noted work has commenced move to electronic pay across additional rosters across CHUGGS and Womens and Childrens and over 2700 staff members benefited from this change in process.</p> <p>Dr Andy Haynes. Non-Executive Director noted the great work that has been completed and highlighted do we know medics are getting paid correctly and do we know the risk we bring in terms if consultants are not paid correctly and the culture around it. The Chief People Officer replied noted that the consultant pay is linked to job planning and any errors are transacted very well. She also added problems are generated by completing paperwork incorrectly, so it is being addressed and going forward being more streamline when paper forms are removed. The PCC Non-Executive Chair noted the support from IM&T and welcomed a deep dive report on the workforce and have a discussion at a future OPC Meeting.</p> <p>The PCC Non-Executive Director was assured that the work programme and associate improvements are progressed in line and controlled against the BAF risk. The Chief People Officer and PCC Non-Executive Chair acknowledged the great work Karen and the team have</p>	ADPST CPO

	accomplished	
	Resolved – that (A) the report received and noted and (B) welcomed a deep dive report on IM&T at a future date	ADPST CPO CIO
69/23	<u>CONSIDERATION OF BAF RISKS IN THE REMIT OF PEOPLE AND CULTURE COMMITTEE</u>	
	Board Assessment Framework - The PCC 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 matters of concern from the strategic risk or significant changes proposed to the content this month. The PCC committee noted the updates made and the progress with internal control around transactional services. There were no changes proposed to the scores of this risk: Current rating is 20 (likelihood of almost certain x impact of major), Target rating is 9 and Tolerable rating 12.	HoRA
	Resolved- The PCC committee was assured on the current risk score.	HoRA
70/23	ITEMS FOR NOTING	
	Resolved – that the following reports be received and noted: None.	
71/23	ANY OTHER BUSINESS <ul style="list-style-type: none"> The Chief People Officer noted to colleagues that the BAPIO Partnership and Collaboration is going to February Trust Board and the support of the participation of the pilot of dignity and work standards. Apprenticeship week on 6th February and encouraged colleagues to get involved and promote the Clever Together platform. The Chief People Officer highlighted that the team is looking at the current apprenticeship rate and entry rates for band 2s in terms of changes to the national living wage. The PCC Non-Executive Director Chair reminded colleagues PCC meetings held on a hybrid basis and new start time of 10am. 	PCC NED CHAIR
71/23/1	<u>UHL Support for Forthcoming Events</u>	
	No forth coming events.	
	Resolved – that the position be noted.	
72/23	IDENTIFICATION OF ANY KEY ISSUES FOR THE ATTENTION OF THE TRUST BOARD	
	Resolved- that (A) the item in Minute 62/23 mentioned above be recommended for Trust Board approval.	PCC NED CHAIR
73/3	DATE OF THE NEXT MEETING	
	Resolved – that the next meeting of the People and Culture Committee be held on Thursday 30 March 2023 from 10.00am until 12.30pm.	

The meeting closed at 12.01pm.

Ninakshi Patel– Corporate and Committee Services Officer

Cumulative Record of Members' Attendance (2022-23 to date)

Members

Name	Possible	Actual	% Attendance
Mr B Patel (Chair)	6	5	83
Ms V Bailey	6	5	83
Mr A Carruthers	6	6	100
Ms G Collins-Punter	6	1	17
Dr G Sharma	6	4	67

<i>Dr A Haynes</i>	6	6	100
<i>Ms J Hogg (From June 2022)</i>	5	2	20
<i>Ms J Melbourne</i>	6	3	50
<i>Ms E Meldrum (until May 2022)</i>	1	0	0
<i>Prof T Robinson</i>	5	1	20
<i>Mr M Simpson</i>	6	3	33
<i>Ms C Teeney</i>	5	5	100
<i>Ms J Tyler-Fantom (until May 2022)</i>	1	1	100