

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST****MINUTES OF THE PEOPLE AND CULTURE COMMITTEE (PCC) MEETING HELD ON THURSDAY  
22 DECEMBER 2022 AT 11.30AM – VIRTUAL MEETING VIA MICROSOFT TEAMS****Voting Members Present:**

Mr B Patel – Non-Executive Director (Chair)  
 Ms V Bailey - Non-Executive Director  
 Dr A Haynes – Non-Executive Director  
 Ms J Hogg - Chief Nurse  
 Ms C Teeney – Chief People Officer (For Minute 57/22/4, 57/22/9)

**In Attendance:**

Ms B Cassidy – Director of Corporate and Legal Affairs (For Minute 50/22)  
 Ms K Ceesay - Associate Director of People Services and Transformation (For Minute 57/22/5)  
 Mr A Carruthers – Chief Information Officer  
 Mr R Manton – Head of Risk and Assurance (For Minute 58/22)  
 Ms M Smith – Director of Communication and Engagement  
 Ms L Milnes – Head of Health and Well-being and Staff Experience (For Minute 57/22/8)  
 Mrs N Patel – Corporate and Committee Services Officer  
 Mr M Simpson – Director of Estates, Facilities and Sustainability  
 Mr B Simon- Consultant Physician and Geriatrician (for Minute 57/22/9)  
 Ms M Smith – Director of Communication and Engagement  
 Ms J Tyler- Fantom – Deputy Chief People Officer (For Minute 57/22/10)  
 Ms S Zavery – Head of Equality and Diversity and Inclusion (For Minute 57/22/7)

		<b><u>ACTION</u></b>
	<b><u>RECOMMENDED ITEMS</u></b>	
<b>50/22</b>	<b>Workplan and Terms of Reference</b>	
	<p>The committee was presented with the workplan and Terms of Reference for the Committee that will be reviewed annually. The Director of Corporate and Legal Affairs provided assurance to the committee that the workplan is to be shared after the duties are confirmed with colleagues.</p> <p>The committee was assured on the workplan and terms of reference and expected review annually. The PCC Non-Executive chair mentioned to add definition of culture to which this would be discussed colleagues.</p>	<b>DCLA</b>
	<b><u>Recommended that (A) the Workplan and Terms of Reference is endorsed and recommended for Trust Board approval.</u></b>	<b>DCLA</b>
<b>51/22</b>	<b>Freedom to Speak Up Quarter 2 &amp; 3 2022-23 Update Report</b>	
	The committee was assured on the updates on quarter 2 and part of quarter 3 Freedom to Speak Up (F2SU) report. It was noted that 93 concerns were raised so far for the two quarters. The Freedom to Speak Up Guardian Team assured the committee re: the plans to increase the visibility such as investing within the team and the roll out of F2SU champions.	<b>DCLA</b>
	<b><u>Recommended that Freedom to Speak Up Quarter Report is endorsed and recommended to trust board for approval.</u></b>	<b>DCLA</b>
	<b><u>RESOLVED ITEMS</u></b>	
<b>52/22</b>	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies for absence were received from Dr G Sharma, Non-Executive, Prof T Robinson, Non-Executive Director, Ms G Collins- Putner, Associate Non-Executive Director.	
<b>53/22</b>	<b>DECLARATIONS OF INTERESTS</b>	

	There were no declarations of interests made at this meeting.	
54/22	<b>MINUTES</b>	
	<b>Resolved – that the Minutes of the meeting of the People and Culture Committee (PCC) on 26 October 2022 be confirmed as a correct record.</b>	
55/22	<b>MATTERS ARISING</b>	
	Paper B updated members on the position of actions from previous PCC meetings.	
	<b>Resolved – that the report be noted and any updates be taken forward by the named leads.</b>	<b>Named Leads</b>
56/22	<b>KEY ISSUES FOR ASSURANCE</b>	
57/22/1	<u>Responsibility Allowance (RA) – Authorised Persons for Compliance</u>	
	<p>The Director of Estates, Facilities and Sustainability, provided assurance and information to committee members following the approval of Responsibility Allowance for Authorised Persons who would be suitability qualified and appointed by Designated Person. It was noted to the committee that the University Hospitals Leicester is the first trust to implement this role. In addition, the role would enable a better uptake of training and retention to staff already trained.</p> <p>Ms Vicki Bailey, Non-Executive director, asked if they have looked at the potential consequences of inequity that may occur from other staff groups but is supportive of this course. The Chief People Officer added conditions have been put in place from agenda for change and has sense checked the course.</p> <p>The PCC Non-Executive Director Chair was assured of the work and noted the paper.</p>	<b>DEFS</b>
	<b>Resolved- that the (A) Committee was assured and noted the paper.</b>	<b>DEFS</b>
57/22/2	<u>Recruitment &amp; Retention Premia (RRP) – Estates Maintenance Technicians</u>	
	The Director of Estates and Facilities presented the Recruitment and Retention Premia of the Band 5 Maintenance Technicians. It was noted that the payment to help retain existing staff and recruit new employees. The committee was provided assurance and noted the updates.	<b>DEFS</b>
	<b>Resolved – that (A) updates provided on all executive boards, and (B) update to Trust Board.</b>	<b>DEFS</b>
57/22/3	<u>Horizon Scan</u>	
	The update was noted within the meeting.	<b>CPO</b>
	<b>Resolved – that the (A) Committee was assured and noted the paper.</b>	<b>CPO</b>
57/22/4	<u>Industrial Action Update and Oversight Report</u>	
	<p>The report provided assurance and information to the Committee on the industrial actions taken place nationally. The Chief People Officer noted to the committee the Royal College of Nursing (RCN) mandate was not met at University Hospitals Of Leicester NHS Trust. EMAS Ambulance strike did meet the mandate and strike occurred on 21st December and currently a plan is in place to mitigate any issues occurred such as the redeployment of corporate staff into clinical areas. The Chief People Officer also added that the overall absence levels have risen due to a combination of sicknesses and COVID. The Chief People Officer noted to the committee the concerns around proposed RCN Strike on 27th December and EMAS strike on 28th December and in the new year, a proposed ballot for junior doctors but committee was assured that plans are in place to mitigate risks that may occur such as leadership cover and redeployment of more staff if required.</p>	<b>CPO</b>
	<b>Resolved – that the (A) report received and noted.</b>	<b>CPO</b>
57/22/5	<u>Transactional Services Transformation Update</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”. It was highlighted to the committee some positive news that the team was nominated for HSJ partnership award for environmental sustainability project of the year. Ms Karen Ceesay, Associate Director of People Services and Transformation, noted that 10,000 forms are going to external provider and provided assurance to the committee the plans to address the issues by looking at recruitment modules to remove paperwork such as HR1 forms and implement health roster for Women's and Children's services. Vivup portal is now live from December which is a benefits scheme for staff. The Chief People Officer noted to the committee that the Locums Nest had 75% shifts filled which is a big achievement, with plans to add estates and facilities in due course. The Chief People officer noted there is more work need to be done within the transactional services but highlighted to the committee the colleagues that have helped progress manual forms and ensured the seamless transition to electronic systems.</p> <p>The PCC Non-Executive Director Chair noted the good work and was assured of the progress currently happening within transactional services.</p>	<p><b>ADPST</b></p> <p><b>CPO</b></p>
	<b>Resolved – that the (A) report received and noted.</b>	<b>ADPST</b> <b>CPO</b>
57/22/6	<u>Flu vaccine &amp; Covid Autumn Booster</u>	
	<p>The committee was asked to note the updates from the Flu Vaccine and Covid Autumn Booster. The Chief People Officer noted that the uptake has been slow due to the pressures of the day jobs and assured the committee that they are looking at more options for next year for additional capacity and start commencing for September 2023.</p>	<b>CPO</b>
	<b>Resolved – That (A) the update was received and noted.</b>	<b>CPO</b>
57/22/7	<u>Managing Violence and Aggression</u>	
	<p>UHL's Head of Equality Diversity and Inclusion presented to PCC on UHL's approach to violence, aggression and abuse to patients or staff. The initial work has commenced in certain areas within the hospital to ensure the processes are robust. Examples of processes that are due to be implemented are displaying posters to stop abuse and introducing a yellow and red card process to promote the health and well-being of staff. The committee was provided assurance on the long term plan such as training for staff on properly reporting issues that occur and working with colleagues and security team to ensure it is communicated to all staff.</p>	<b>HoEDI</b> <b>CPO</b>
	<b>Resolved – that the (A) report received and noted,</b> <b>And (B) to provide update on progress for June 2023.</b>	<b>HoEDI</b> <b>CPO</b>
57/22/8	<u>UHL NHS Staff Survey – Looking After Our People Update</u>	
	<p>The committee was provided assurance that the commitments and actions are being worked on from the results of the survey. It was also noted that updates will be provided as they continue to progress in the new year.</p>	<b>HoWBSE</b>
	<b>Resolved - that (A) update was received and noted.</b>	
57/22/9	<u>BAPIO Partnership and Collaboration</u>	
	<p>The Chief People Officer and Mr Biju Simon, Consultant Physician and Geriatrician, provided an update and assured the committee of the BAPIO (British Association of Physicians of Indian Origin) partnership. The Chief People Officer provided a background of BAPIO and believed that the partnership would help address some issues identified by the feedback received from the national staff survey and the WRES and WDES indicators. The PCC committee was asked and recommended to support the Memorandum of Understanding between University Hospitals Of Leicester NHS Trust and BAPIO and recommend to board to commit and secondly, to support participation of the University Hospitals Of Leicester NHS Trust in the pilot of dignity and work standards approval and sign up of the LED Charter.</p> <p>The Chief People Officer highlighted to the committee the need to improve capacity and capability within our workforce and to achieve this by working in partnership with other organisations to include BAPIO.</p>	<b>CPO</b> <b>CPG</b>

	<b><u>Recommended</u> – that (A) the committee was assured and approved the paper</b> <b>And (B) a separate report on this item will be presented to the 9 February 2023 Trust Board for approval.</b>	<b>CPO</b>
57/22/10	<u>Pension Update</u>	
	The committee was provided an update on the implementations of the pension support for colleagues. The Government was consulting on proposed changes to the NHS pension scheme by the encouragement of retention of experienced NHS clinicians and removed any barriers to staff returning from retirement. The consultation opened early December and the committee was assured that additional work continued to help and support the pension provisions.	DCPO
	<b><u>Resolved</u> – that (A) update was received and noted.</b>	DCPO
58/22	<b><u>CONSIDERATION OF BAF RISKS IN THE REMIT OF PEOPLE AND CULTURE COMMITTEE</u></b>	
	<b>Board Assessment Framework</b> - The committee was provided with assurance that the scores had been agreed within the board development sessions and sent to Trust Board. It was noted the work will continue to align with the work programme.	
	<b>Resolved-</b> that (A) the committee was assured and noted the update.	<b>HoRA</b>
59/22	<b>ITEMS FOR NOTING</b>	
	<b><u>Resolved</u> – that the following reports be received and noted:</b> <b>(1) Workforce dataset (paper N refers)</b>	
60/22	<b>ANY OTHER BUSINESS</b> <ul style="list-style-type: none"> <li>• The PCC Non-Executive Director Chair asked the committee the thoughts around an added topic at the beginning of the agenda around disability. He noted that he was happy to discuss any suggestions.</li> <li>• The PCC Non-Executive Director Chair discussed the possibility to look at having the PCC meetings held on a hybrid basis for 2023.</li> </ul>	<b>PCC NED CHAIR</b>
60/22/1	<b><u>UHL Support for Forthcoming Events</u></b>	
	No forthcoming events.	
	<b><u>Resolved</u> – that the position be noted.</b>	
61/22	<b>IDENTIFICATION OF ANY KEY ISSUES FOR THE ATTENTION OF THE TRUST BOARD</b>	
	<b><u>Resolved-</u></b> that (A) the item in Minute 50/22 and 51/22 above be recommended for Trust Board approval.	<b>PCC NED CHAIR</b>
62/22	<b>DATE OF THE NEXT MEETING</b>	
	<b><u>Resolved</u> – that the next meeting of the People and Culture Committee be held on Thursday 30 March 2023 from 10.00am until 12.30pm.</b>	

The meeting closed at 12.48pm.

Ninakshi Patel– Corporate and Committee Services Officer

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

##### Members

<i>Name</i>	<i>Possible</i>	<i>Actual</i>	<i>% Attendance</i>
<i>Mr B Patel (Chair)</i>	5	4	80
<i>Ms V Bailey</i>	5	5	100
<i>Mr A Carruthers</i>	5	5	100
<i>Ms G Collins-Punter</i>	4	1	25
<i>Dr G Sharma</i>	5	3	60

<i>Dr A Haynes</i>	5	5	100
<i>Ms J Hogg (From June 2022)</i>	4	2	50
<i>Ms J Melbourne</i>	5	3	60
<i>Ms E Meldrum (until May 2022)</i>	1	0	0
<i>Prof T Robinson</i>	4	1	25
<i>Mr M Simpson</i>	5	2	40
<i>Ms C Teeney</i>	4	4	100
<i>Ms J Tyler-Fantom (until May 2022)</i>	1	1	100