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Northern Health and Social Care Trust

Northern Health and Social Care Trust
Feedback Report to Trust Board

Report from:	TeamNORTH People & Culture Committee
Author of Report:	Terri Scott, Non-Executive Director
Lead Director:	Jacqui Reid, Executive Director of HR, OD & Corporate Communications
Presented By:	Terri Scott, Non-Executive Director
Date of Meeting:	30th September 2024

Purpose

The purpose of this report is to provide a summary of the business undertaken by the TeamNORTH People & Culture Committee and to offer the views of and the advice of the Committee to Trust Board.

Strategic Objectives (select)

Build Northern Partnerships and Integrate Care	***Continue to improve Outcomes & Experience***	***Deliver value by optimising Resources***	***Nurture our people, enable our talent and build our Teams***	***Improve population Health and address health and social care inequalities***
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Summary of Committee Business

The Committee held its inaugural meeting on 30 Sept 2024. The group has representation from both professional and operational representatives across the Trust.

Discussion focused on the Terms of Reference (enclosed) and comments are to be returned by 31st October 2024. There was particular note that we needed to broaden the recognition section within the Terms of Reference.

The final Terms of Reference will be tabled for noting at a future Trust Board meeting after approval by the Committee.

Corporate and Principal Risks were discussed. It was agreed risks would be reviewed before the next meeting.

A template for reports was greed for use at the next meeting.

An overall workforce update based on the people and culture and plan was presented to the Committee (attached).

Reports Approved by the Committee

No formal reports were received from sub-Committees. However a general update and issue report on workforce was presented to the Committee for noting (presentation in the papers).

Items for Escalation to Trust Board
None

COMMITTEE	TEAM NORTH PEOPLE AND CULTURE COMMITTEE
PURPOSE	The Team North People and Culture Committee is a standing committee of our Trust Board. The Trust's five corporate objectives are: • Build **N**orthern partnerships and integrate care • Continue to improve **O**utcomes and experience • Deliver value by optimising **R**esources • **Nurture our people, enable our talent and build our Teams** • Improve population **H**ealth and address health and social care inequalities The purpose of the Committee is to provide advice and assurance to the Board in relation to the direction and delivery of all people related strategies and frameworks to drive continuous improvement and achieve the objectives of the Trust. The Committee will advise and assure the Board on all matters relating to staff and workforce; including plans to nurture our people, enable our talent and build our teams to deliver safe and high quality health and social care.
MEMBERSHIP	**Chair:** Non-Executive Member of the Board **Lead Director:** Director of Human Resources and Organisational Development (Deputy Chair) **Membership** Other Members: • One other independent member of the Board • Director of Operations • Medical Director/ Deputy Medical Director • Director Nursing Workforce and Regulation / Corporate Nursing • Assistant Director of Social Work Governance, Workforce Development and Training • Assistant Directors HR OD • Divisional and Professional representatives Other members of Trust staff may be required to attend meetings as appropriate to the effective functioning of the Committee.

	The committee may also co-opt additional independent 'external' members from outside the organisation to provide specialist skills, knowledge and expertise. **Member Appointments:** Extension of the membership will be agreed by the Chair and Deputy Chair of the Committee and approved by the Board, taking into account the skills and expertise necessary to deliver the Committee's remit.
DUTIES	The main functions of the Committee are: **Implementation of Team North's People and Culture plan:** *Staff Health, Wellbeing and Inclusion* Oversee the implementation of the Health, Wellbeing and Inclusion Strategy Seek assurance that there is positive progress on equality diversity and inclusion, including shaping and setting direction, monitoring progress and promoting understanding inside and outside the Trust. *Recognition and Retention* Seek assurance that the organisation adopts a consistent working environment where people feel safe and are able to raise concerns in accordance with the Trust's Right to Raise a Concern (Whistleblowing) Policy including monitoring of trends. Oversee the development of a person-centred open, just and learning environment that is caring and compassionate, which nurtures talent and inspires innovation and excellence. *Leadership, Management and Professional Capability and Development* Oversee a credible process for assessing, measuring and reporting on a culture of safety and quality within the organisation on a consistent basis over time. Seek assurance on the Trust's plans for ensuring the development of leadership and management capability, *Digital Literacy* Oversee the development of digital programmes for staff, so that all are able to learn, work and develop effectively in a digital workplace and society. Promote the adoption of clear education, training and development strategies that will enable this and which will also promote and support the adoption and spread of new technologies and techniques

Resourcing and Workforce Planning
Seek assurance that the systems, processes and plans used by the Trust have integrity and are fit for purpose in the following areas:

- strategic approach to growing the capacity of the workforce;
- analysis and use of sound workforce, employment and demographic intelligence;
- effective recruitment and retention;
- new models of care and roles;
- identification of urgent capacity problems and their resolution
- continuous development of personal and professional skills;
- talent management

Communication and Engagement

- Fully engage our people with the #teamNORTH approach so that everyone has clarity on our purpose, our vision and our strategy
- Partnership in workforce policy development, and participation in improvement and change programs.
- Seek updates on the work of each Division in respect of their People and Culture plans and priorities.

Risk Management
The Committee will provide assurance to the Board on the management of strategic workforce risks, including workforce related Corporate and Principle Risks.

Performance Reporting:
Scrutinise workforce and organisational development performance issues and key performance indicators achieved (in the form a performance dashboard) relating to the full purpose and function of the Committee, including:

- Leadership, Development and Education; and
- Staff Profiling information, including agency and bank staff;
- Vacancy rates;
- Turnover rates

Statutory and Mandatory Compliance:
Provide assurance to the Board, that current statutory and regulatory compliance and reporting requirements are met, including:

- Managing attendance
- Equality & Diversity Legislation
- Consultation on Organisational Change
- Mandatory and Statutory Training
- Staff appraisal and performance management
- Grievance, Disciplinary, and Statutory cases;

	• To report on performance of key controls and task groups that impact on workforce effectiveness e.g. Shared Services.
AUTHORITY	<u>*Committee Programme of Work*</u> Each year the Committee will determine the priorities for its annual programme of work, based on the Board's Assurance Framework, Corporate Risk Register and Corporate People and Workforce Strategies. Receive regular highlight reports from: - Supporting Attendance Management Group - Health & Well-being and Inclusion Steering Group - EDI Steering Group - Doctors and Dentists in Training Steering group - Medical Education Committee - Statutory and Mandatory Training Group - Workforce Governance - Allied Health Professionals - Nursing and Midwifery Professional Leadership Team - Policy Committee (non-clinical) - Support Workers Forum Sub-Committees The Committee may, subject to the approval of the Trust, establish sub-committees or task and finish groups to perform specific aspects of Committee business.
MEETINGS	**Quorum:** A quorum shall be 50% including either the Chair or Deputy Chair **Frequency of Meetings:** The Committee shall meet at least four times a year. **Committee Support:** Administrative support to the Committee will be provided by the HR/ OD Directorate. **Papers:** Agenda and papers will be disseminated to committee members *7* days before the date of the meeting and wherever possible electronically. **Meeting Arrangements:** The Committee will meet four times per annum.
REPORTING	The Committee shall report to the Trust Board on how it discharges its duties.

	Pending formal agreement of the minutes of the meeting, the Chair of the Committee will provide a verbal update at the next available Trust Board of the business conducted at the Committee, drawing attention to any issues that necessitate either disclosure to the Board or executive action. The approved minutes of the Committee shall be submitted to the next available meeting of the Board.
CONFLICT / DECLARATION OF INTEREST	**Withdrawal of individuals in attendance:** The Chair shall seek and record any Declaration or Conflict of Interest from members prior to every meeting of the group.
REVIEW	These Terms of Reference and operating arrangements will be reviewed on at least an annual basis by the Committee.