

**Board Meeting in Public  
Tuesday, 31 January 2023**

<b>Title of Report</b>	People Committee Report	<b>Agenda No.</b>	3.3.3
<b>Nature of Report</b> (tick one)	<input checked="" type="checkbox"/> Official	<input type="checkbox"/> Official Sensitive	
<b>Author(s)</b>	Brenda Thomas, Interim Deputy Company Secretary		
<b>Lead Executive</b>	Deborah McKenzie, Chief People Officer		
<b>Non-Executive Director Sponsor</b> (if applicable)	Joanna Lewis, Chair of People Committee		
<b>Presented for</b> (tick all that applies)	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Assurance	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Update	
<b>Purpose of the report and key issues</b>			
This paper summarises discussions at the People Committee meeting held on 6 December 2022. Key issues are outlined in the summary below.			
<b>Previously Considered by</b>			
N/A			
Recommendation	The Board is asked to note the report.		
<b>Risk(s) identified (Link to Board Assurance Framework Risks)</b>			
BAF 07 There is a risk that a lack of capacity, capability and / or flexibility in our workforce, caused by challenges in our attraction, recruitment and retention strategies, prevent us from delivering our strategic priorities or core functions.			
BAF 08 There is a risk that our leaders and managers lack the skills and capabilities required in today's NHS to create a high-performing, inclusive environment, and to deliver our strategic priorities.			
<b>Strategic Objective(s) this paper relates to:</b> [Click on all that applies]			
<input type="checkbox"/> Collaborate with partners <input checked="" type="checkbox"/> Invest in people and culture <input type="checkbox"/> Drive innovation <input type="checkbox"/> Modernise our operations <input type="checkbox"/> Grow and diversify our donor base			
<b>Appendices:</b>	None		

## **1. Background**

This report summarises the main items discussed at People Committee meeting on 6 December 2022.

## **2. People Committee Terms of Reference**

The Committee reviewed its revised Terms of reference, primarily following actions arising from the Care Quality Commission (CQC) Well Led Inspection report, to include responsibility for equality, diversity and inclusion (EDI) compliance and fit and proper persons regulations (FPPR) requirements. Other areas of revision included Mandatory training Sub-committee reporting into the People Committee and the appropriate assurance given to the Audit, Risk and Governance Committee; amending the quoracy from three to two non-executive directors (NEDs); inclusion of monitoring effectiveness; and general administrative tidying.

The Committee agreed that it should be made explicit that responsibility to assure that Honours and clinical excellence awards are being appropriately considered and nominated at NHSBT, but not to have any involvement in the process of recommendation. Furthermore, the Committee agreed that where it is listed as acting as Nominations Committee, it should be made explicit that the Committee's responsibility is for ensuring that proper processes are in place for the appointment or removal of chief executive officer, and other executive directors, the latter, in collaboration with the chief executive officer.

The Committee agreed to recommend to the Board for approval its revised Terms of Reference, subject to the above amendments.

## **3. CQC Well Led Action plan**

The Committee considered the CQC Well Led Action Plan which was signed off by the Board at its meeting on 29 November 2022 and had subsequently been submitted to the CQC. The actions regarding EDI and fit and proper persons will be tracked through this committee.

The Board is asked to note that in the final submission some completion dates for the D&I actions were amended to end of March rather than end of January.

The Committee suggested that an action plan should be pulled together for the specific people related actions which would become a standing item on the People Committee agenda.

It was confirmed that the Chief People Officer is the EDI Lead at Board level and this was reflected in the Chief People Officer job description.

## **4. Diversity and Inclusion Progress Update**

The Committee was presented with an update on the Workforce Race and Equality Standard (WRES) and Workforce Disability Equality Standard (WDES).

## Blood and Transplant

It was highlighted there were some improvements in some areas especially around the number of declaration rates, however the key areas for concern were around recruitment, career progression and disciplinaries.

On WDES, some improvement was reported; however, it was noted that there was still a long way to go especially regarding declaration rates and the experience of staff who require reasonable adjustments.

### 5. Deep Dive on Risk 7 and 8

The Committee had a deep dive into BAF 07 - *There is a risk that a lack of capacity, capability and / or flexibility in our workforce, caused by challenges in our attraction, recruitment and retention strategies, prevent us from delivering our strategic priorities or core functions*; and BAF 08 - *There is a risk that our leaders and managers lack the skills and capabilities required in today's NHS to create a high-performing, inclusive environment, and to deliver our strategic priorities*.

It was suggested that the workforce information D&I risk be split into two: part being a recruitment and retention piece and part being a data information risk about reporting. It was further suggested that further work was needed on how people risks are managed, and amendments to BAF 08 were suggested.

The Committee requested for further discussion on BAF 07 at the next meeting and BAF 08 in six months' time to allow for further engagement.