

**Board Meeting in Public
Tuesday, 25 July 2023**

Title of Report	People Committee Report	Agenda No.	3.5.3
Nature of Report (tick one)	<input checked="" type="checkbox"/> Official	<input type="checkbox"/> Official Sensitive	
Author(s)	Brenda Thomas, Interim Company Secretary		
Lead Executive	Deborah McKenzie, Chief People Officer		
Non-Executive Director Sponsor (if applicable)	Peter Wyman, NHSBT Chair (Interim Chair of People Committee)		
Presented for (tick all that applies)	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Assurance	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Update	
Purpose of the report and key issues			
This report is submitted to the Board to draw attention to the main items discussed at People Committee meeting on Wednesday 21 June 2023.			
Previously Considered by			
N/A			
Recommendation	The Board is asked to note the report.		
Risk(s) identified (Link to Board Assurance Framework Risks)			
As detailed within the report.			
Strategic Objective(s) this paper relates to:			
<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			
Appendices:	None		

1. Background

This report is submitted to the Board to draw attention to the main items discussed at People Committee meeting on 21 June 2023.

2. CQC Well Led Action Plan (specific People Directorate items)

The committee considered the specific people directorate actions from the CQC Well led action plan. This is to ensure the Committee has oversight of those actions and their current position, and to receive assurance these are progressing.

The committee noted it was too soon to determine the outcome of the delivery of the actions. The action plan has provided additional focus and the improvement work that had started pre-CQC inspection have been amplified and accelerated, and further assurance provided, particularly on the staff networks.

It is anticipated the CQC would pay another visit in the future to review the progress made.

Overall, significant progress has been made and the action plan was largely on track to be completed. The Committee received assurance that progress was being made on the actions.

3. Board Assurance Framework: Risks 07 and 08

The committee had a deep dive into Board Assurance Framework (BAF) Risks 07 - Staff Capacity / Capability / Recruitment / Retention; and 08 - Leaders and Managers Skills and Capability.

BAF 07 was reviewed at the People Senior Leadership Team (SLT) and the Executive Team (ET) and agreed a scoring of 16. A review of external strategic people issues had been completed. The committee noted that the list of external factors highlighted within the report affects every other organisation with the main issue being recruitment and retention. In addition, there is an internal risk which is a lack of available resources in the different functions.

BAF 08 - The external and internal issues which were reviewed by the People SLT were highlighted and noted. These issues had led to a score of 16.

Discussions are ongoing with the Head of Compliance, Risk and Assurance on BAF risks 07 and 08. Corporate actions are to be identified to further mitigate the external and internal issues; and work would continue with Operational Risk Leads and People and Culture Partners to identify child risks.

The committee requested that the performance data is presented together with the BAF people risks when the next deep dive is undertaken.

The committee discussed the opportunities and benefits in relation to apprentices and requested for an update on this at the next meeting in September.

4. Fit and Proper Persons Regulations Test Report

Blood and Transplant

The committee received the first Fit and Proper Persons Regulations (FPPR) annual assurance report. The report provided assurance that due diligence checks have been undertaken for NHSBT Board Directors by the Interim Company Secretary and the People directorate to meet the FPPR requirements. The results have been recorded and evidenced.

A proper process has been instituted which ensures that no NHSBT Board Director is appointed at NHSBT until all FPPR checks have been completed. In addition, the Company Secretary and People Directorate would undertake an annual refresh of suitability for all board members.

5. Workforce Planning Advisory Report

The Government Internal Audit Agency (GIAA) undertook an advisory audit, the report of which was presented to the Committee to consider and share thoughts to build into the project plan. The audit identified 14 actions, and update on progress made and work planned against each of the actions were noted.

The committee noted that consideration ought to be given to the resources that supports and enables the delivery of the strategic workforce planning and what innovation and evolution looks like for the workforce in the future.

6. Board Effectiveness Review - People Committee Responses

The results of an internal Board effectiveness review undertaken in December 2022 were considered at a Board seminar in March 2023. A question was posed to the Board committees on their expectations and aspirations. One of the recommendations was for the relevant Committees to consider the responses to this question.

The Committee discussed the responses to the question and agreed that the suggestions made were more operational and outside the remit of the Committee.

7. The Committee also considered the following:

- Bullying and harassment and links to risk 8: discussion was centred around the Our Voice Survey results, which is presented to the Board for discussion.
- Our Voice Survey Results: this is presented to the Board for discussion.
- People Transformation Update
- Forward Together Programme
- Remuneration content in Annual Report and Accounts; and
- Executive Performance Reviews: the conflicts of interest process was properly managed for this item.