

**Board Meeting in Public
Tuesday, 30 July 2024**

Title of Paper	People Committee Report	Agenda No.	5.6.3
Nature of Paper (tick one)	<input checked="" type="checkbox"/> Official <i>(Denotes that report contains information that needs to be protected, but equally, it can be shared where this is appropriate)</i>	<input type="checkbox"/> Official Sensitive <i>(Denotes that the report contains sensitive information and must be shared on a 'need to know' basis only)</i>	
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Lead Executive	Deborah McKenzie, Chief People Officer		
Non-Executive Director Sponsor	Caroline Serfass, People Committee Chair		
Presented for (tick all that applies)	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Assurance	<input checked="" type="checkbox"/> Information* <input type="checkbox"/> Update	
Executive Summary (max 300 word count)			
This report is submitted to the Board to draw attention to the main items discussed at People Committee meeting on 3 rd July 2024			
Previously Considered by			
NA			
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: [Click on all that apply]			
<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:			

1. Background

This report is submitted to the Board to draw attention to the main items discussed at People Committee meeting on 3 July 2024.

2. NED Resignation

Two Associate Non-Executive Directors (ANEDs) resigned from the People Committee membership. Bella Vuillermoz (BV) had resigned as an Associate NED because she was unwell and would need time to recover. Stephanie Itimi (SI) has stepped down from People Committee meeting. SI is still an Associate NED of the Board.

3. Executive Appointment

On the recommendations for the committee, the process completed in relation to the appointments of the three below were noted:

- Julie Pinder as Chief People Officer
- Antony Tiernan as Director of Communications and Engagement
- Mark Chambers as Donor Experience Director

4. Terms of Reference

The Committee discussed further its updated Terms of Reference and made more suggestions for inclusion and clarification. The additional changes relate to:

The request to determine the extent of involvement appropriate for the People Committee and Board in future CEO and Executive Director appointments, in order that this can be made clear in the Standing Orders and Terms of Reference, it was agreed that:

- The Chair of the board and the CEO shall agree which executives are appointed as board members and recommend to the board for approval.
- Appointment and removal of the CEO shall be by the Chair and the Non-Executive members of the board.
- Appointment and removal of executives, the People Committee shall approve the recruitment process and endorse the appointment.

The Terms of Reference were updated, and it was agreed that further discussions on the ToR and Standing Orders would be finalized offline with the Company Secretary.

5. Board Effectiveness Review Action Plan

The Action Plan was approved subject to amendment.

6. Annual Fit and Proper Persons Regulations Policy/Assurance Report:

The FPPR Policy and Report were discussed. In terms of the Scope of Application, it was agreed that the policy is applicable to people who are attendees of the board meeting in whatever capacity, on a regular basis and have significant influence on board decisions which includes the Company Secretary. The Chief of Staff was excluded from the scope of application of the policy.

7. People Plan Update

The Committee was presented a paper which provided an update on mapping of business plan metrics to people plan outcomes and requested the Committee to:

- Review and provide feedback on the proposed framework for implementation planning related to the corporate People Plan
- Discuss metrics and measures it would find helpful to understand progress made to deliver the People Plan.

An offline discussion with the Committee that would feedback to the board was agreed.

8. Forward Together Programme Review

The Committee received an update on the current position. The Data Privacy Impact Assessment associated with the Learning and Development contract was approved the night before. This would be followed by signing the contract so that work could commence.

The key programme activities planned for next period was discussed.

The People Committee noted the Forward Together Programme update.

9. Diversity and Inclusion Progress Update - PSED Report

The Public Sector Equality Report (PSED) was presented to the Committee for approval to be published on the diversity and inclusion page on the NHSBT website.

The Committee approved the report.

10. Our Voice Review of 2023/24 Results

The improvement in the main drivers score for the organization since last survey was highlighted, growth & career path, and environment were the two identified areas of focus. The EDI data was another area of the survey that was analysed. Generally, there was improvement in the Harassment, Bullying & Abuse (HBA) and Discrimination especially with the BME data. An increase in HBA and Discrimination was observed among the LGBT and Disabled network and has become a focus area in the new year.

People Committee sought assurance on the progress or improvement on unsafe clinical practice.

A recent increase in harassment from external clients in blood donation was reported. The Committee sought assurance if managers knew what action to take when colleagues are harassed by external clients or donor. Committee was assured that the organisation is in a good place to prevent and stop abuse.

The Committee was assured of the additional way that data disability and neurodiversity were declared from ESR to Our Voice Survey. This has helped in capturing more data in the declaration of disability and would help to create a more focused action plan to address the issue from the Forward Together view.

Future activities would include analysing and sharing the data with the various networks, progress with the growth and career pathways. The Committee agreed that more work needs to be done.

11. Annual Report of People Committee

The Committee received the People Committee's Annual Report.

A number of amendments were agreed. The Committee Membership section of the Annual Report should be amended to reflect the membership in the ToRs of the People Committee. The executive directors who are permanent attendees and occasional attendees should be consistent across the Annual Reports and NHSBT Annual Account.

The ToRs should not specify which executive directors would be occasional attendees.

The Committee noted the report subject to the amendments.

12. Remuneration Report for the Annual Report and Accounts

The ARGC requested that the following aspects of the report to be brought to the attention of the People Committee:

- a. Off-payroll engagements and their tax arrangements. Please bring longer-term contractors shown in this table to the attention of the People Committee Chair (p.73, p.10 of the pdf).
- b. Request for the People Committee NEDs to review the text on p.74-76 (p.11-13 of the pdf).
- c. Trade Union relationships. Please bring to attention of People Committee Chair the organisation have a large number of people engaged in this work (p.77, p.14 of the pdf).

The three aspects of the report were raised with the People Committee and the Committee was content and assured.

13. Health and Wellbeing Annual Report

The report highlighted a number of achievements in the course of the year. The Health Safety and Wellbeing (HSW) performance targets for a reduction in harm and increase in near miss reporting. The progress of the management system now tracked in 33 different projects, as part of a safety programme, to support the 10 key objectives under the Protect, Promote, Prevent HSW plan. Other areas of challenges identified are stress and mental health issue in staff and Southampton risk from RAAC.

The Committee sought to understand who were being stressed and what they were stressed about, to be able to address the stress issue. People Committee was assured that work was ongoing in closing the gap especially with stigmatization in mental health to the few who have reported. Managers are being trained to support subordinates and colleagues to address mental health stress which seemed to have increased post covid.

Mental health stress related issue was suggested to be added as an agenda item in the Forward Plan to be addressed at the board or committee level.

Concern was raised on how to reduce the recording gap in vaccination. Recommendation on vaccination would be going to ET from the People SMT for managers to engage their staff by encouraging them. Another suggestion that has worked for other organizations was for each of the board members who have been vaccinated to put pictures of their vaccination on the organization's intranet to encourage staff.

The recommendation for the committee to approve the report to go to board was approved.

14. CEO Membership at People Committee

The CEO ceases to be an attendee of the meeting effective from 3 July 2024, the CEO would be invited occasionally to present specific issues within their office.

15. People Staffing Risk Deep Dive

The Committee discussed the overall status of Principal Risk P-07 & P-08 – People at a standalone meeting on Monday 22 July 2024.

The Committee was assured.