

**Board Meeting in Public
Tuesday, 24 September 2024**

Title of Report	People Committee Report	Agenda No.	5.2.3
Nature of Report (tick one)	<input checked="" type="checkbox"/> Official	<input type="checkbox"/> Official Sensitive	
Author(s)	Silena Dominy, Company Secretary		
Lead Executive	Deborah McKenzie, Chief People Officer		
Non-Executive Director Sponsor (if applicable)	Caroline Serfass, 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 (PC) on Friday 20 September 2024.			
Previously Considered by			
N/A			
Recommendation	The Board is asked to note the report.		
Risk(s) identified (Link to Board Assurance Framework Risks)			
Strategic Objective(s) this paper relates to: [Click on all that applies]			
Collaborate with partners	Invest in people and culture	Drive innovation	
x Modernise our operations	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 (PC) on 20 September 2024.

2. Executive Senior Manager (ESM) Pay and Bonus

The Committee received details of the ESM pay award that has been published which covers 1) base salary and 2) non-consolidated performance related payments (NCPRP). The ESM pay framework is clearly defined within the DHSC document “*Pay Framework for Executive and Senior Managers in Arm’s Length Bodies*”. Further, the parameters within which any pay awards can be applied are set out within correspondence from DHSC.

The Committee considered how the award would be applied to individuals who are, or have been, in substantive ESM posts during the periods to which the award applies within the parameters, and in line with guidance, set out by DHSC. Following the discussion decisions were made on the application of the pay award for 2024.

3. People Plan

The Committee noted that following publication of the People Plan, work has been underway to build out the detail around the ambitions and objectives approved by the Executive and Board in March 2024. The Committee noted the approach being taken to develop metrics against the People Plan outcomes, and the development of a 3-year roadmap for the People Plan. The roadmap will also integrate the two agreed national priority action areas from this year’s Our Voice survey. It was noted that Forward Together metrics would be built into metrics and the roadmap.

4. Forward Together and EDI

Forward Together

The Committee received an update on the Forward Together Programme. It was noted that the Anti-Racism Framework was to be presented to the Board at its September meeting for approval, following which design work would be completed and the Framework launched in November. It was noted that the Framework had been taken through stakeholder groups.

The Committee noted that expert external suppliers were supporting two projects, one to support a review of our inclusive recruitment processes and practice, and the other to support the development of our equality, diversity and inclusion (EDI) focused learning, education and training offer. Both projects were noted to be progressing well.

Workforce Standard Reports

The Committee reviewed and discussed the following EDI reports for the 12 month period to 1 April 2024, that had been produced in line with NHS England parameters, and agreed their publication on the NHSBT website, subject to Board approval:

- Workforce Disability Equality Standard (WDES)
- Workforce Race Equality Standard (WRES)

The purpose of the reports is to ensure NHSBT reviews its data against agreed indicators, and where required, develops action plans that will close any gaps in workplace experience between disabled and non-disabled staff or ethnic minority and white staff, as well as improving disabled and ethnic minority representation at Board level. The Committee noted the progress made over the last year and challenges identified and these were discussed.

Gender and Ethnicity Pay Gap Reporting

The Committee reviewed and discussed NHSBT's Gender Pay Gap (GPG) report in relation to the 12 month period to 1 April 2024. They noted the success in reducing the gap across mean pay and median pay and agreed the publication of the report on NHSBT's website, subject to Board approval.

The Committee also reviewed and discussed NHSBT's Ethnicity Pay Gap report, and noted that there was no mandatory requirement for publication of this data at the current time, although this was expected in the future.

The GPG and EPG reports and follow up action plan form part of NHSBT's Diversity and Inclusion Plan in line with the NHSBT Strategy.

5. Other Reports and Policies

The Committee reviewed the following Reports:

- Freedom to Speak Up Annual Report
- Mandatory Training Annual Report

The Committee also received an update on complex disciplinary and grievance cases.

The Committee noted for assurance the following policy documents:

- NHS Freedom to Speak Up Policy (adopted by NHSBT)
- Resolution Policy (a new policy encompassing content previously included in a Dignity at Work Policy and Grievance Policy)
- Mandatory Training Committee Terms of Reference

6. Items for escalation to the Board

The Committee recommends the following reports to the Board for approval, prior to their publication. These will be presented to the Board in November 2024:

- Workforce Disability Equality Standard (WDES)
- Workforce Race Equality Standard (WRES)
- Gender Pay Gap Report