

BNSSG Integrated Care Board (ICB) People Committee Meeting

Minutes of the meeting held on 17th October 2023 at 14.00, held virtually via Microsoft Teams

Open Minutes

| Present | | |
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| Jaya Chakrabarti | Non-Executive Member – People (Chair) BNSSG ICB | JC |
| Ellen Donovan | Non-Executive Member – Quality and Performance | ED |
| David Jarrett | Director of Integrated and Primary Care BNSSG ICB | DJ |
| Jeff Farrar | Chair of the BNSSG ICB | JF |
| Jo Hicks | Chief People Officer, BNSSG ICB | JH |
| Rosi Shepherd | Chief Nursing Officer, BNSSG ICB | RS |
| Apologies | | |
| Alison Moon | Non-Executive Member – Primary Care Committee, BNSSG ICB (Ellen Donovan in attendance) | AM |
| Colin Bradbury | Director of Strategy, Partnerships and Population BNSSG ICB | CB |
| Deborah El-Sayed | Director of Transformation and Chief Digital Information Officer, BNSSG ICB | DES |
| Joanne Medhurst | Chief Nursing Officer, BNSSG ICB | JM |
| Sarah Truelove | Chief Financial Officer and Deputy Chief Executive, BNSSG ICB | ST |
| Shane Devlin | Chief Executive Officer, BNSSG ICB | SD |
| In attendance | | |
| Aishah Farooq | Associate Non-Executive Member for BNSSG ICB | AF |
| Astra Brayton | Internal Communications Manager, BNSSG ICB | AB |
| Cath Lewton | Senior Administrator & Organisational Development Programme Support, BNSSG ICB (minute taker) | CL |
| Colin Burlison | Talent and Learning Manager, BNSSG ICB | CBu |
| Collin Salandy | Business Partner – Equality & Inclusion, BNSSG ICB | CS |
| Corry Hartman | People Programme Manager, BNSSG ICB | CH |
| Lara Reading | People Business Manager, CSU | LR |
| Neil Turney | Co-Chair of Staff Representative Forum, BNSSG ICB | NT |
| Sam Hill | People Business Partner, BNSSG ICB | SH |

| | Item | Action |
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| 1 | <p>Welcome and Apologies</p> <p>The above apologies were noted.</p> | |
| 1.1 | <p>Declarations of Interest</p> <p>None declared.</p> | |
| 2 | <p>Minutes of last meeting</p> <p>Minutes from the last meeting on 15th June 2023 were recorded as an accurate record.</p> | |
| 3 | <p>Actions Log</p> <p>Actions were reviewed and updates taken.</p> | |
| 4 | <p>ICB People Strategy and Plan – Status Report presented by Lara Reading</p> <p>LR updated on the latest people plan. LR explained that due to the ICB transition and heading into another period of significant change the people plan requires a refresh to agree focus on priorities in conjunction with the NHS long term workforce plan and linking to the EDI improvement plan. The latest NHS staff survey has recently launched, and this will also be included. The aim is to look at this in January.</p> | |
| 5 | <p>Update from the Staff Partnership Forum (SPF) (10th October) presented by Jo Hicks</p> <p>JR updated on the latest SPF meeting held on 10th October that covered the following areas:</p> <ul style="list-style-type: none"> • People plan was updated by LR the same as presented today and discussion of the realignment in line with the long-term workforce plan, EDI and the NHS staff survey. The people plan will be uploaded to the Hub to make it accessible to all. • Policy reviews – regular policies are reviewed. The Freedom to Speak Up policy was the latest policy to be taken to SPF. The alcohol and substance misuse policy will be the next to be taken to and is currently in development. • NHS staff survey was launched on 2nd October and will close on 24th November. Participation is being encouraged. • Hybrid working and agenda for change – a commitment was taken to review the hybrid way of working when the office moves next year. The | |

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| | <p>organisation will remain as an agile way of working and NHS Employers have incorporated in the agenda for change the terms and conditions for agile and home working.</p> <ul style="list-style-type: none"> NHS Sexual Safety charters – all organisations will be refreshing within their systems and SPF will be supporting the people team to achieve this. | |
| 6 | <p>Update from the Inclusion Council (IC) (14th September) presented by Collin Salandy</p> <p>CS updated on the latest Inclusion Council (IC) meeting that took place on 14th September.</p> <ul style="list-style-type: none"> Board disclosure was confirmed with new fit and proper guidance for members. All board member information is now on ESR which can be accessed by HR. The inclusive recruitment training video has been presented to recruiting managers and is set to be launched in the new year Both the Empowered and Parents and Carers networks are both in the process of being relaunched. The Disabled Staff Network (DSN) will be working closely with corporate services to ensure that disability needs are met with regarding the proposed office move. DSN have highlighted the concerns of desk reduction in the new office. The Proud network have launched a system wide LGBTQ plus network following the successes of the system collaboration for both Bristol and Weston Pride. <p>Action: RS noted that it would be useful to showcase additional work that is happening across the system regarding EDI, for example the great work in the trust around Black History month. It was agreed that this was an action for ICS People Committee.</p> | |
| 7 | <p>Workforce KPI dashboard presented by Lara Reading</p> <p>LR updated on the internal workforce metrics for quarter two 2023/24, this has previously been a verbal update but due to the ICB People Committee now meeting quarterly this will now be a more in-depth analysis report.</p> | |
| 8 | <p>Workforce Plan Monthly Monitoring - September Update presented by Corry Hartman</p> <p>CH gave a verbal update on the workforce plan monthly monitoring and explained that September data will be received by 20th October and will share with committee members moving forward.</p> | |

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| | <ul style="list-style-type: none"> • Since March the workforce has grown by 2.5% which is roughly 650 whole time equivalents. • Currently 860 whole time equivalents above the plan and the planning process have commenced with deep dives etc. Overall above plan with the majority being in support roles. • Sickness is currently at 4.7% which has come down compared to August 2022 which was 4.9%. Stress and anxiety is the most common form of absence, as a system we are in a region of 23% attributed to mental health. As an ICS we are one of the lowest in the region. • Vacancies are getting lower with a current 10.4% vacancy rate that equates to just over 2500 roles, down from last year as a system around 13% and 3000 roles. • Agency is currently running with an overspend according to plan, this is attributed to having higher fill rates. The agency figure has increased slightly. In August 2022 the bank fill rate was 40% and it is now 54%. Industrial action will have contributed to those costs, but good progress is being made with the use of agency and in particular tier 4, with more shifts being filled outside of tier 4. <p>JC noted that it had previously been discussed about including social care data into the report and if any progress had been made. CH replied that the social care is refreshed annually, and the data should be available soon. Once the data is available this will be included in the report and brought back to the committee.</p> <p>ED commented that as a system even without the data we need to understand where we are with Sirona and the local authorities. JH replied that the data can be received it's the actual analysis of what they would intend to do with it is the part that is more challenging. For the longer-term workforce plan the intention is to include social care even though it is not part of the plan.</p> <p>Action: CH to update the committee with the social care data once it has been made available.</p> | CH |
| 9 | <p>ICB EDI Report presented by Collin Salandy</p> <p>CS gave an update on the BNSSG ICB Equality, Diversity and Inclusion report 2022 – 2023 and captured key areas to discuss.</p> <ul style="list-style-type: none"> • The purpose of the report highlights how BNSSG met the public sector equality sector as set out in the Equality Act 2010, including progress made against our EDI objectives and aligns with the EDI strategy. | |

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| | <ul style="list-style-type: none"> • The EDI improvement plan sets out the overarching ambition and requirements for organisations to progress the diversity and inclusion agenda. Focus will be on improving experiences of the workforce, benefiting retention and the talents of the NHS. • The EDI strategy was written in 2019 with a four-year cycle so will be due again soon. • The Equality and Human Rights Commission are currently monitoring the ICB's compliance within the public sector duty (PSED) looking at four specific areas: <ol style="list-style-type: none"> 1. The inappropriate detention of people with learning disabilities or autism. 2. The disproportionate detention of patients of ethnic minority backgrounds under the Mental Health Act. 3. The disproportionate deaths of patients from ethnic minority backgrounds in maternity services. 4. Racism within the NHS recruitment and employment. <p>JF commented that the report contains a lot of data and would be best to highlight three or four parts to take to the Board bearing in mind the Board will also be focusing on the wider system work.</p> <p>JF asked JH what we will be doing with the data to try and combine it with the wider system data. JH explained that this is the first year that a separate ICB and ICS report has been created. There is still work to be done but there is a need for two reports so that the 'so what's' can be done for the ICB as well as the 'so what's' for the system. A system report will be presented at the ICS People Committee in November which will then go to board in February 24. This is a narrative report that can be moved to action on.</p> | |
| 10 | <p>Policies</p> <p>Appraisal Policy presented by Colin Burlison</p> <p>CBu explained that there were minor adjustments to the original appraisal policy and was mainly streamlined. The main points highlighted were:</p> <ul style="list-style-type: none"> • The BNSSG values have been added to the policy. • Specific language about how appraisals are essential and the difference between normal everyday conversations/feedback and an appraisal. • The Fit and Proper Persons Test for Board members is included. • The Talent and Learning Manager's responsibilities have been added. | |

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| | <p>Learning & Development Policy presented by Colin Burlison CBU explained that there were minor adjustments with the Learning and Development policy. The main points highlighted were:</p> <ul style="list-style-type: none"> • The BNSSG values have been added to the policy. • The talent and learning manager’s responsibilities have been added. • Updated details that the training budget is held by the People directorate with the training and learning manager collating all requests for learning support. <p>Freedom to Speak Up Policy presented by Sam Hill SH explained that the Freedom to Speak Up policy already existed and has been updated. The policy was reviewed to ensure alignment with the national Freedom to Speak Up policy. The key points to note were:</p> <ul style="list-style-type: none"> • The responsibility section was reworked in terms of structure of independent non-executive overview and the guardians being at executive level which is in line with the national recommendations. • Information was updated about protected disclosures and contacts to ensure staff have access to various different routes outside of the organisation. • There are three courses available for freedom to speak up and are available on ConsultOD. The next move will be for these to be mandatory for all staff. | |
| 11 | <p>Hot Topics/Risks</p> <p>JH highlighted a discussion that was held on 16th October with the system CPO’s and temporary staffing leads. Conversation was focussed on retrospective intel about the pressures caused in the December month of 2022 around delayed discharges, due to temporary staffing in wards and the discharge process being different in each ward/hospital. There is a mitigation in place for that this year, matching when cover is needed with people who are in that setting and aware of the processes.</p> | |
| 12 | <p>Matters for escalation or communication None raised.</p> | |
| 13 | <p>Any Other Business</p> | |
| | <p>Date of Next Meeting 19th February, 14:00 – 16:00</p> | |

Cath Lewton, Senior Administrator & Organisational Development Programme Support, October 2023