

Board of Directors Public

SUMMARY REPORT

Meeting Date: 28 July 2021

Agenda Item: 19

Report Title:	Committee Activity	
Author(s):	David Walsh, Director of Corporate Governance	
Accountable Director:	Mike Potts, Trust Chair, Chair of Mental Health Legislation Committee Heather Smith, Non-Executive Director, Chair of People Committee Richard Mills, Non-Executive Director, Chair of Finance and Performance Committee Sandie Keene, Non-Executive Director, Chair of Quality Assurance Committee	
Other Meetings presented to or previously agreed at:	Committee/Group:	N/A
	Date:	N/A
Key Points:	The committee activity reports are attached to this report as appendices in line with the new approach where committees agree items they wish to categorise for alert, to advise or to assure.	

Summary of key points in report

This methodology adopted involves committees considering 'significant issues' under three key categories:

Alert – areas which the committee wishes to escalate as potential areas of non-compliance, that need addressing urgently, or that it is felt Board should be sighted on;

Advise – any new areas of monitoring or existing monitoring where an update has been provided to the committee and there are new developments;

Assure – specific areas of assurance received warranting mention to Board.

The reports for June and July are attached to this report.

As minutes are not presented to Board until they have been approved by the reporting committee, the minutes available are from the May and June meetings. These have been made available to Board members in a subfolder within the Drive system used for circulating electronic committee papers.

Recommendation for the Board/Committee to consider:								
Consider for Action	X	Approval		Assurance	X	Information	X	
To formally note the minutes of the May and June meetings, and to receive the 'Alert, Assure, Advice' committee activity reports for June and July within the appendices.								
Please identify which strategic priorities will be impacted by this report:								
Covid-19 Getting through safely					Yes	X	No	
CQC Getting Back to Good					Yes	X	No	
Transformation – Changing things that will make a difference					Yes	X	No	
Partnerships – working together to make a bigger impact					Yes	X	No	
Is this report relevant to compliance with any key standards ?				State specific standard				
Care Quality Commission	Yes	X	No		"Good Governance"			
IG Governance Toolkit	Yes		No	X				
Have these areas been considered ? YES/NO				If Yes, what are the implications or the impact? If no, please explain why				
Patient Safety and Experience	Yes		No	X	Not directly in relation to this report – specific detail within the appendices			
Financial (revenue & capital)	Yes		No	X				
OD/Workforce	Yes		No	X				
Equality, Diversity & Inclusion	Yes		No	X				
Legal	Yes		No	X				

COMMITTEE ALERT, ADVICE, ASSURANCE REPORT TO BOARD

Committee: Finance and Performance Committee

Date: 15 July 2021

Chair: Richard Mills

KEY ITEMS DISCUSSED AT THE MEETING

TO ALERT (Alert the Committee/Board to areas of non-compliance or matters that need addressing urgently)

Issue	Committee Update	Assurance Received	Action	Timescale
New Electronic Patient Record – Outline Business Case	To approve EPR OBC for procurement on 16 July prior to approval at Board	Detailed presentation and papers received	Submit to Board	July 21
Estates Strategy Refresh	To approve estates strategy prior to discussion at Board	Detailed presentation and papers received	Submit to Board	July 21
Transformation Portfolio Report	Noted progress with Transformation Programmes	Noted slippage on Therapeutic environments programme, Leaving Fulwood, People plan and CMHT project	Receive further update and assurance at next FPC	August 21
SYB Acute Secure Provider Collaborative- Lead Provider Due Diligence & Risks - Update	Received update on submission to NHSI/E and Lead provider risks prior to report to Board	Significant Financial risks identified, and concerns over capacity and capability	Board to be alerted	July 21
Integrated Performance & Quality Report for the Period ending May 2021	Received May IPQR report prior to submission to Board	Noted high levels of demand for access points Lack of available beds	Board to be alerted Recovery plan considered	July 21

ADVISE (Detail here any areas of on-going monitoring where an update has been provided to the Committee AND any new developments that will need to be communicated or included in operational delivery)				
Issue	Committee Update	Assurance Received	Action	Timescale
BAF	Reviewed BAF	Noted slippage on Transformation Projects	Update at next meeting	August 21
CRR	Reviewed CRR	Reduction in certain risk levels	Remove from CRR	July 21
ASSURE (Detail here any areas of assurance that the Committee has received)				
Issue	Committee Update	Assurance Received	Action	Timescale
Operational Plan Update – Q1 2021/22	Received first operational plan monitoring framework	Noted progress	Q2 report to be received	October 21
Finance Report for the Period ending May 2021	Received routine report of monthly Finance position	Routine reporting of financial performance. Currently no major risks or concerns other than the continued need to identify CIPs. Non recurrent underspends to date driven by reduced Covid Costs and delays in recruitment.	Receive monthly report	August 21

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COMMITTEE ALERT, ADVICE, ASSURANCE REPORT TO BOARD

Committee: **People Committee**

Date: **13 July 2021**

Chair: **Heather Smith**

KEY ITEMS DISCUSSED AT THE MEETING

TO ALERT (Alert the Committee/Board to areas of non-compliance or matters that need addressing urgently)

Issue	Committee Update	Assurance Received	Action	Timescale
Long term sickness Turnover Vacancies [Note: turnover is a significant concern]	The rates of LTS, turnover and vacancies continue to rise and are now outside our usual range.	Partial assurance	Continue to monitor the rates and provide Committee with updates at each meeting, indicating initiatives to improve the position.	Next meeting Sept 2021 (Performance Dashboard item)
Workforce Race Equality Standard Report – disparity ratio (new measure)	Poor disparity ratio	Partial assurance	Examine the data to fully understand the scale of the issue.	Matter arising at meeting in September 2021
Organisational Development	Significant challenges identified. Progress impacted.	Partial assurance	Identify ways to overcome the challenges and report back to Committee.	Next meeting in Sept 2021

ADVISE (Detail here any areas of on-going monitoring where an update has been provided to the Committee AND any new developments that will need to be communicated or included in operational delivery)

Issue	Committee Update	Assurance Received	Action	Timescale
Violence and aggression towards staff	Attempts being made to develop a coordinated approach to this across the Trust - will now be overseen by Staff Health and Wellbeing Group	Partial assurance	Report expected at Committee to understand all aspects and to indicate ways to address the issues.	Next meeting in Sept 2021
Freedom To Speak Up	Indications show that Trust involvement is currently low.	Partial assurance	Identify ways to promote FTSU / champion in each team.	Next scheduled FTSU report

ASSURE (Detail here any areas of assurance that the Committee has received)

Issue	Committee Update	Assurance Received	Action	Timescale
Workplace Wellbeing	The staff counselling and consultation service has been effective in identifying a number of key issues that are informing our work and will enable us to move forward positively.	Full assurance received.	Continue to monitor and report back to Committee by exception (via the Staff Health and Wellbeing Group)	The next report from the Staff Health and Wellbeing Group is due in November, however relatable topics, by exception, may be considered at the Sept meeting.
Workforce Transformation	Committee is assured that we have robust plans to evaluate the impact of new roles and to plan for the integration of new roles in teams. This is part of the delivery plan for the Workforce Planning and Transformation Group.	Full assurance received.	Continue to monitor and report back to Committee via the Workforce Planning and Transformation Group.	The next report from the Workforce Planning and Transformation Group is due in September.
Governance Review	The governance framework below Committee is already established and having an impact.	Full assurance received.	Reports from each of the Assurance Groups are timetabled in the Committee Planner and Action Log. This does not preclude relatable items being considered by Committee in the months in-between.	Equality and Inclusion Group – Sept, Jan and May. Workforce Planning and Transformation Group – Sept, Jan and May. Recruitment and Retention Group – Nov, Mar and July. Staff Health and Wellbeing Group – Nov, Mar and July. Organisational Design and Development Group – Sept, Jan and May. Staff Survey Steering Group – Nov, Mar and July (via the OD Group).
Evaluation of meeting	Committee members observed that they are assured that we are improving how we triangulate, identify and prioritise aspects of the People Strategy Delivery Plan and seeking actions to capitalise on it, whilst avoiding duplication across the Assurance Groups.	Assured	Committee members observed that Committee should focus on and identify what the key priorities and trajectories are for the Assurance Groups to report on, in order to streamline workload and help with progress.	Committee to receive a copy of the Delivery Plan (one page) for each Assurance Group as part of the reports to be received <u>as timetabled above</u> , with a focus on trajectories and milestones / timelines backed up by data to cross reference, and also provide assurance to Committee on the Risks identified in the Board Assurance Framework (BAF).

CHECKED HS 21-07-21

COMMITTEE ALERT, ADVICE, ASSURANCE REPORT TO BOARD

Committee: Mental Health Legislation Committee

Date: 8 June 2021

Chair: Mike Potts

KEY ITEMS DISCUSSED AT THE MEETING

TO ALERT (Alert the Committee/Board to areas of non-compliance or matters that need addressing urgently)

Issue	Committee Update	Assurance Received	Action	Timescale
Development of Liberty Protection Safeguards to replace Deprivation of Liberty assessment	Requires more robust and better resourced approaches, with potential implications on workforce, development and training			
Annexe B Compliance Report (Code of Practice)	There are a number of key gaps in SHSC's policies and procedures against the requirement of the Annexe.	Action plan developed	Implementation of Action Plan	September 2021

ADVISE (Detail here any areas of on-going monitoring where an update has been provided to the Committee AND any new developments that will need to be communicated or included in operational delivery)

Issue	Committee Update	Assurance Received	Action	Timescale
N/A				

ASSURE (Detail here any areas of assurance that the Committee has received)

Issue	Committee Update	Assurance Received	Action	Timescale
N/A				