



TRUST BOARD

Title: KEY ISSUES AND ESCALATION POINTS
Name of Committee: People Participation Committee
Committee Chair: Nicola Scrivings (this meeting was chaired by Anna Gill)
Meeting Date: 17th July 2019

Summary of key messages:

- The cycle of business for the Committee was further reviewed, with a focus on the reporting cycle. The main area of focus was a discussion around annual priorities for the Equality and Diversity Annual Report which will now be reviewed by the Committee before sign off by the Trust Board. The Committee has agreed to review the reporting framework for the equality and diversity timescales for all workforce and service users' elements, to see if this can be reviewed earlier in the Trust's cycle of business so that it can be used for annual reporting and priority setting.
- The year two People Participation plan was reviewed against the Clinical and Quality Strategy with outcome measures included. This plan was agreed after a few minor alterations were made. Metrics by which we measure our effectiveness: this Committee was assured that the discussion about metrics was being taken forward. It was agreed to add an additional goal to the year two plan.
- The Committee received a focus session from the Co-Production Lead for our Norfolk Healthy Child Programme. This was part of the new cycle of business whereby at each quarterly meeting there was an in-depth review of the activity around co-production. This was an interactive session and one of the key learning elements from having developing co-production approach was that it is not a 9-5 service; it is an extended and responsive service which allows for opportunities to network. The Committee acknowledged the positive progress that has been made so far, and described the work as 'phenomenal'. The Chair agreed with this point, stating that there was a lot of excitement in this field and it was reassuring to see the approach being appropriately managed.
- The Trust wide Working Together Group highlight reports and update were received. These gave assurance that there was a vast amount of co-production work happening across all of our services, which is being supported by the co-production leads. The Chair expressed thanks to everyone involved in this work particularly in light of the challenges posed by the Trust's geography, and added that it was pleasing to see many partners involved and several levels of engagement (strategic and forward facing).
- The volunteers' process and assurance was reviewed. The Committee was assured that there were clear processing place against the Trust's policy and, with the growing numbers of volunteers, the Committee supported the production of a business case for a voluntary coordinator position.
- Trust wide Workforce Diversity and Inclusion Group report and updates were received. The main areas of focus to note was that there has been a terminology change: Black and Minority Ethnic (BME) was now known as Black, Asian and Minority Ethnic (BAME). A positive highlight from this year's data submission was the reduction in the number of occurrences of BAME staff entering into formal HR processes (e.g. grievance, disciplinary) compared to white members of staff.
- The publishing of Workforce Race Equality and Disability Equality Standards (WDES) data and action plans were in line with national deadlines.

- The Trust had in place a Gender Pay Gap action plan which included promoting flexible working options for all roles unless there was a specific reason not to, and supporting female consultants to apply for clinical excellence awards. This was in line with the gender pay gap plan which had a focus on the monetary value for male consultants receiving the clinical excellence awards in relation to their female colleagues.
- The Committee reviewed and agreed to a reworded version of the proposed 2019/20 EDS2 staff objectives, taking on board feedback received at the July Trust Board.
- The Cultural Ambassador role was now embedded as business as usual within the Trust. During 2019, the Trust aims to widen their remit into an advisory role with the aim to resolve cases before they become a formal disciplinary or grievance by acting as an expert resource for managers and HR advisors.

Escalation Points:

- There are no escalation points for the Board.

Emerging Risks/Issues:

- There are no risks/issues points for the Board.

Examples of Outstanding Practice or Innovation:

- Overall, it was agreed that the Committee was one year on from its implementation (July 2018) and assurance was given to the Board that the new approach of People Participation was demonstrating effectiveness and there was clear evidence of increased engagement with our communities, staff, stakeholders and service users through this approach.
- We were meeting all our public sector duties around equality and diversity and these were being monitored through the Equality Delivery System (EDS2) plan. The EDS2 is to help local NHS organisations, in discussion with local partners including local populations, review and improve their performance for people with characteristics protected by the Equality Act 2010. By using the EDS2, the Trust is providing outstanding commitment to providing an inclusive NHS that is fair and accessible to all and provides evidence that we are delivering on the Public Sector Equality Duty.
- The Trust has dedicated co-production leads within each of our Directorates and has a co-ordinated approach to sharing and learning around the approach and support given to our services.
- The Norfolk Healthy Child Programme co-production approach has been in place for several years and it is evident that a dedicated approach to co-production is making a real difference to engagement and quality improvement from this approach.
- The data from this year's submission of the number of BAME staff entering into formal HR processes (e.g. grievance, disciplinary), in comparison with white members of staff, indicates a reduction in occurrences.
- The strong Cultural Ambassadors that are in place across the Trust.

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