

Board Committee report to the Board of Directors

Committee Name:	People and Culture Committee
Committee Chair:	Gary Barrett
Date of last meeting:	28th November 2022
Date of Board meeting for which this report is prepared	20 th December 2022

Summary of Key Issues:

The meeting was held successfully over Teams.

A good, proactive meeting was held with a renewed focus for the Committee on a set of key priority areas for the business.

Recruitment Retention and Leavers:

Work continues on streamlining the onboarding process with a new welcome pack and consideration of a process that casts a wider net to find candidates. It was agreed that current reports and focus are appropriate for overseeing these areas of activity. A very successful recruitment day was held on 24th November with a high number of possible applicants. The Committee would like to thank all those who attended and for the work put in to the process. Additional work is being carried out to support managers in the use of the TRAC system.

Absence:

Absence continues to run at a higher rate than would be liked. However, it was agreed that many of the issues found were not specific to HIF or HDFT. A detailed focus on each absence is still being tracked and actioned as appropriate in the various teams and those measures believed to be appropriate.

Succession Planning:

It was agreed that succession planning for this Committee would cover below Board and Exec level. Board and Exec level would be discussed and agreed at HIF Board level. This would be a fixed agenda item but given the need to focus on other People related issues we would ask that a paper be brought and discussed at our first meeting of 2023 in February.

Appraisal:

The number of staff appraisals being carried out had improved and being managed going forward to improve the numbers completed.

Pay and Reward:

Keeping competitive in the market place remains an issue. However, it is believed that a number of softer additional benefits of working for HIF in a HDFT environment can be articulated to help bridge the gap in pure salary comparisons alone.

Social Media:

An excellent report was presented on the improved use of Social media, covering areas like LinkedIn, Facebook, our website, etc. An improvement in the numbers viewing the various platforms was shown. It was asked if the improvement was an uptake of staff at HIF viewing the platforms only. Did

we know if we were hitting those who are external that we were perhaps trying to attract.

Terms of Reference:

The TORs were reviewed by all on the Committee and a number of small changes approved. These will be incorporated into the master version and distributed.

Risk Register:

It was agreed that a risk register be created for this Committee as a number of key people related issues are currently impacting underlying business success. A meeting is arranged between Angie Gillett and **xxxxxxxxxx** to review the list and agree with the P&CC Committee.

With regards to policies and ongoing activity focus with the relevant teams, the Committee are reassured by the work being done by the HIF leadership and staff.

Are there any significant risks for noting by Board? (list if appropriate)

People recruitment, retention and absence remain priorities with a focus on well-being in the workplace to ensure HIF is somewhere our staff want to work and believe it is a great place to work.

Any matters of escalation to Board for decision or noting (list if appropriate)

NA