

## Board Committee report to the Board of Directors

<b>Committee Name:</b>	People and Culture Committee
<b>Committee Chair:</b>	Gary Barrett
<b>Date of last meeting:</b>	16 <sup>th</sup> May 2023
<b>Date of Board meeting for which this report is prepared</b>	June 2023

### 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. There has been a positive response to adverts which is encouraging. A new staff handbook is ready to go, but awaiting new pictures prior to being published in June. It is the Senior Management belief that staff are happier generally and the latest survey provides support to this view. Staff turnover remains high at 22%.

#### **Absence:**

Absence continues to run at a higher rate than would be liked. But 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 on as appropriate in the various teams and those measures believed to be appropriate. The reporting now highlights in what age groups the number of incidences occur allowing managers to understand more about their workforce. In addition it was suggested adding the number of people in each age group for Board reporting. The Return to Work interviews are also adding valuable insight into absence reasons at the individual level.

#### **Succession Planning:**

It was agreed that succession planning for this Committee would cover the below Board and Exec level. This would be a fixed agenda item but given the need to focus on other People related issues we would ask a paper be brought and discussed at the next P&CC meeting. Main Board Succession planning is owned by the Chair of the Board and the CEO and would be subject to a separate meeting.

#### **Appraisal:**

The number of staff appraisals being carried out had improved and being managed going forward to improve the numbers completed. The Committee noted that this is a significant step forward and thanks should go to all those completing this work during very busy times.

#### **Pay and Reward:**

Keeping competitive in the market place remains an issue. But 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. It was reported that an estimate of an additional £xxxxxxx may be required for new pension provisions within HIF in 2023. It was reported that a renewed focus on

reducing the frequency and number of agency staff and use of overtime is being carried out.

**Social Media:**

A new social media policy specific to HIF is being produced.

**Risk Register:**

It was agreed that a risk register is not required at the moment for this Committee. Any risks that are identified will be escalated initially by the Chair of this Committee to the CEO and Main Board Chair and included in the HIF risk management process as appropriate.

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 a 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