

Integrated Care Board

Date of meeting	13 November 2024			
Title of paper	People Committee: Escalation and Assurance Report			
Presented by	Jane O'Brien, ICB People Committee Chair			
Author	Board Secretary and Committee Officers			
Agenda item	8			
Confidential	No			
Executive summary				
<p>This report highlights key matters, issues, and risks discussed at the ICB People Committee meeting, held on 30 October 2024, to alert, advise and assure the Board.</p> <p>The summary report highlights issues, items referred or escalated to other committees or to the Board.</p> <p>Minutes approved by the committee to date are presented to the Board to provide assurance that they have met in accordance with their terms of reference and to advise the Board of business transacted at their meetings.</p>				
Recommendations				
<p>The Board is asked to:</p> <ul style="list-style-type: none"> Note the Alert, Advise and Assure People Committee report and approve any recommendations as listed Note the items referred from another committee to the People Committee over the reporting period. Note the ratified minutes of the committee meeting held on 31 July 2024. 				
Which Strategic Objective/s does the report relate to:			Tick	
SO1	Improve quality, including safety, clinical outcomes, and patient experience		✓	
SO2	To equalise opportunities and clinical outcomes across the area		✓	
SO3	Make working in Lancashire and South Cumbria an attractive and desirable option for existing and potential employees		✓	
SO4	Meet financial targets and deliver improved productivity		✓	
SO5	Meet national and locally determined performance standards and targets		✓	
SO6	To develop and implement ambitious, deliverable strategies		✓	
Implications				
	Yes	No	N/A	Comments
Associated risks		✓		
Are associated risks detailed on the ICB Risk Register?			✓	
Financial Implications			✓	
Where paper has been discussed (list other committees/forums that have discussed this paper)				
Meeting	Date	Outcomes		
People Committee meeting	30 October 2024	To provide the Board of committee business during this period.		

Conflicts of interest associated with this report				
Not applicable.				
Impact assessments				
	Yes	No	N/A	Comments
Quality impact assessment completed			✓	
Equality impact assessment completed			✓	
Data privacy impact assessment completed			✓	

Report authorised by:	ICB Committee Chair
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Integrated Care Board – 13 November 2024

People Committee: Escalation and Assurance Report

1. Introduction

- 1.1 This report highlights key matters, issues, and risks discussed at the ICB People Committee meetings held since the last report to the Board on 11 September 2024, to alert, advise and assure the Board.
- 1.2 The summary report also highlights any issues, items referred or escalated to other committees or to the Board.
- 1.2 Minutes approved by the committee to date are presented to the Board to provide assurance that they have met in accordance with their terms of reference and to advise the Board of business transacted at meetings.

2. People Committee Report and Approved Minutes

Date: 30 October 2024		Chair: Jane O'Brien
Key Items Discussed		
Item	Issue	Action
Alert		
Nil	-	-
Advise		
Workforce Insights, Planning and Transformation Update from subgroup	What data sets/metrics are required. A wide range of options presented to the committee, but specific metrics require definition.	Engage with Steering Group Chairs to ascertain data required.
Organisational Development and Education Update	New team has been established (October 2024) and will review/develop service provision once the Values and Behaviours Framework has been finalised. The OD team priorities have been published on the staff intranet.	The first part of this journey focuses on resetting our culture and values.
Organisational Training and Development	Review.	Review mandatory training.
Assure		
Culture and Inclusion Update	Work underway across the system.	Providers engaging with anti-racism network with East Lancashire Teaching Hospitals being an exemplar.
Work Well programme	Presentation on joint project supported by both DWP/DoH to remove health and other barriers to employment.	Lessons learned to be fed into People committee.

Appendix A – Approved minutes of the People Committee meeting held on 31 July 2024:
[Appendix A - Approved ICB People Committee Minutes 31 July 2024.pdf](#)

3.0 Summary of items or issues referred from or to the People Committee, over the reporting period

Committee	Item or Issue	Referred to
Audit Committee – 26 September 2024	Mandatory Training - Two separate reports to the Committee, (Managing Conflicts of Interest and Safeguarding), mentioned a relatively low level of staff compliance with basic mandatory training. Whilst noting some mitigating factors, the Committee asked that action be taken to improve performance in this area.	Board to note and People Committee to monitor progress

4.0 Conclusion

4.1 The People Committee has conducted its business in line with the terms of reference and associated business plans.

5.0 Recommendations

- 5.1 The Board is requested to:
- Note the Alert, Advise and Assure within the committee report and approve any recommendations as listed.
 - Note the items referred from another committee to the People Committee over the reporting period.
 - Note the ratified minutes of the People Committee meeting held on 31 July 2024.

**Committee Chair
 November 2024**