

PEOPLE AND OD COMMITTEE	
Date of meeting:	17 th December 2018
Attendees:	Harjinder Kang, Toby Lewis, Raffaella Goodby, Rachel Barlow, Paula Gardner and Sue Bullock (minute-taker)
Apologies:	Mr Richard Samuda
Key points of discussion relevant to the Board:	<ul style="list-style-type: none"> • Rostering compliance and control. • PDR – A scoring, managing talented staff • Getting to 2% vacancy in 2019
Positive highlights of note:	<ul style="list-style-type: none"> • Relaunch of Nurse Career Escalator • Positive outcomes for highly scoring PDR employees, 17% secured promotion • Robust recruitment plans in place for production plan
Matters of concern or key risks to escalate to the Board:	<ul style="list-style-type: none"> • Rostering compliance and control. • BAF rewrite • Workforce transformation / future roles development to be developed in Q4
Matters presented for information or noting:	<ul style="list-style-type: none"> • None
Decisions made:	<ul style="list-style-type: none"> • People and OD Committees to be bi monthly from April 2019
Actions agreed:	<ul style="list-style-type: none"> • RG to draft workplan for 19/20 for discussion • Rewrite of BAF and scrutiny by non-executive and director of governance to follow • Rostering to be added to future agenda and committee to review rostering metrics in detail • Mandatory training compliance to change to 100% / not 100% from February 2019 • RG to note which quarter each IQPR metric will 'go green' for next committee • RG to confirm target for nurse vacancy rate before next committee

Harjinder Kang
Chair of People and OD Committee
For the meeting of the Trust Board scheduled for 3rd January 2019