

<b>PEOPLE AND OD COMMITTEE</b>	
Date of meeting:	28 <sup>th</sup> June 2019
Attendees:	Mick Laverty, Richard Samuda, Paula Gardner, Prof David Carruthers, Toby Lewis, Raffaella Goodby and Rachel Barlow
Apologies:	Prof. Kate Thomas
Key points of discussion relevant to the Board:	<ul style="list-style-type: none"> <li>• Strategic BAF was discussed in depth with consideration given to BAF 1 (Adequate Assurance), BAF 11 (Limited Assurance) and BAF 12 (Limited Assurance).</li> <li>• Moderation Process and timelines discussed in depth, with learning from previous iterations of the process integrated. Committee wanted to ensure that the scoring definitions were clear for a 2 and a 3 this year. Committee fully supported moderation being carried out in August after UNITY training.</li> <li>• The Safer Staffing microstudy provided additional assurance that rostering improvements were being made.</li> <li>• Workforce infographic made really positive progress, and suggestions were made to categorise the various metrics in to themes</li> <li>• Vacancies, lots of positive progress noted with 998 vacancies in progress. 496 at conditional offer stage, 385 with confirmed start dates, 5.92 with recruitment team and 92 WTE not in progress (made up of lots of hours / anomalies)</li> </ul>
Positive highlights of note:	<ul style="list-style-type: none"> <li>• Improvements made to rostering</li> <li>• Progress on vacancies</li> </ul>
Matters of concern or key risks to escalate to the Board:	<ul style="list-style-type: none"> <li>• Developments in the SBAF since last committee</li> <li>• Progress on vacancies</li> <li>• Rostering improvements</li> </ul>
Matters presented for information or noting:	<ul style="list-style-type: none"> <li>• NA</li> </ul>
Decisions made:	<ul style="list-style-type: none"> <li>• NA</li> </ul>
Actions agreed:	<ul style="list-style-type: none"> <li>• Consider agency spend plan at next committee</li> <li>• Rostering improvements at next committee</li> <li>• Infographic finalised for next committee</li> </ul>

**Mick Laverty**  
**Chair of the People and OD Committee**  
*For the meeting of the Trust Board scheduled for 4<sup>th</sup> July 2019*