

PEOPLE AND ORGANISATION DEVELOPMENT COMMITTEE	
Date of meeting:	25 th October 2019
Attendees:	Mick Laverty, Richard Samuda, Paula Gardner, Raffaella Goodby, Rachel Barlow, Prof. David Carruthers, Toby Lewis.
Apologies:	Prof. Kate Thomas
Key points of discussion relevant to the Board:	<ul style="list-style-type: none"> • Discussed relaunch of Nurse Escalator programme including launch of Band 2 / 3 HCA escalator with letter from Chief Executive and Staffside chair • SBAF discussion with actions to get to adequate assurance on all three items by January 2020 • Detailed discussion about committee's annual work plan noting need to achieve assurance position on workforce standards by March • Detailed analysis of protected characteristics from PDR moderation.
Positive highlights of note:	<ul style="list-style-type: none"> • Annual workplan for committee for next 12 months • Month 12 paybill presented to board with assumptions for 20/21 paybill
Matters of concern or key risks to escalate to the Board:	<ul style="list-style-type: none"> • 2 limited SBAF items currently, and with scope outstanding on labour supply analysis • Partial and reasonable assurance of internal audit reports: Internal audit found support for process of recruitment and PDR, (but needed consistent application of controls)
Matters presented for information or noting:	<ul style="list-style-type: none"> • Current rostering position, with work requested for next meeting on trajectory of improvement for Q4
Decisions made:	<ul style="list-style-type: none"> • Review 18-19 scores of Band 5 nurses to ensure no unconscious bias
Actions agreed:	<ul style="list-style-type: none"> • Rostering in depth look at December meeting • Review HCA progress to band 3 at December meeting

Mick Laverty

Chair of the People and Organisation Development Committee

For the meeting of the Trust Board scheduled for 7th November 2019