

PEOPLE AND OD COMMITTEE	
Date of meeting:	24 th January 2020
Attendees:	Mick Laverty (Chair), Richard Samuda, Kate Thomas, David Carruthers, Rachel Barlow, Paula Gardner, Raffaella Goodby, Rebecca Bates
Apologies:	Christine Rickards, Toby Lewis
Key points of discussion relevant to the Board:	<ul style="list-style-type: none"> • Discussion of SBAF 11 Spec for labour analysis and scope of work to get to adequate • Positive response to the workforce dashboard with suggestions from colleagues on how to nuance further • Rostering process mapping discussed and time spent rostering from senior nursing leaders • People and OD relevant CQC items were discussed and are on track • NHSI workforce safeguards discussed in depth with clarity on priorities asked for by committee members
Positive highlights of note:	<ul style="list-style-type: none"> • Workforce Data Dashboard has developed well following the committee's suggestion and feedback • CQC action plan items are on track and the chair noted the report was a good thread to the overall CQC action plan
Matters of concern or key risks to escalate to the Board:	<ul style="list-style-type: none"> • SBAF items remain two limited, one adequate assurance. It is planned these will moved to adequate by the end of March • Rostering mapping process with outcomes to come to March committee • HR dashboard shows an improving position
Matters presented for information or noting:	<ul style="list-style-type: none"> • NA
Decisions made:	<ul style="list-style-type: none"> • Desktop review of available data to be made for SBAF 11 labour analysis item, with further scope to be delivered in 20/21 • Supported concept of administration support for rostering to free up senior nursing time, to be discussed in executive
Actions agreed:	<ul style="list-style-type: none"> • Revisit yearly work plan for March committee • Draft agenda for People and OD Committee in March 20

Mick Laverty

Chair of the People and OD Committee

For the meeting of the Trust Board scheduled for 6th February