

**PEOPLE AND ORGANISATION DEVELOPMENT COMMITTEE**

Date of meeting:	25 June 2021
Attendees:	Mick Laverty (Chair), Frieza Mahmood, David Carruthers, Mel Roberts, Kate Thomas, Di Eltringham, Dave Baker, Johanne Newens, Susan Rudd
Apologies:	Richard Beeken, Liam Kennedy
Key points of discussion relevant to the Board:	<p>The Committee received updates on:</p> <ul style="list-style-type: none"> <li>• Vacancy management</li> <li>• MMUH Workforce Planning</li> <li>• Retention performance and plans</li> <li>• Wellbeing conversations linked to PDR</li> <li>• Absence Improvement trajectories</li> <li>• Staff Survey Actions Planning</li> <li>• National Pay Progression 2021/22</li> </ul>
Positive highlights of note:	<ul style="list-style-type: none"> <li>• Sickness absence position has further improved reducing from 5.79% in March to 5.45% in April and 5.34% in May 21</li> <li>• A new summary heatmap shows an integrated view of people issues across the Trust to aid decision making and focus on risks/priorities for progression</li> </ul>
Matters of concern or key risks to escalate to the Board:	Insufficient clinical/operational resources to deliver workforce modelling ambitions for the nursing and AHP workforce for MMUH based on current planning expectations
Matters presented for information or noting:	None
Decisions made:	<p>The committee agreed to implement the recommended approach to deal with national pay progression changes. This includes the requirement for all staff who are due a pay step review being required to comply with the following by the pay step review date:</p> <ul style="list-style-type: none"> <li>• All mandatory training to be completed. Non-compliant individuals given an additional 1 month to complete and be subject to deferred pay progression for failure to rectify.</li> <li>• Participate in a PDR review by the end of the PDR cycle (July 2021)</li> <li>• Live disciplinary warnings to result in a pay progression deferral decision</li> <li>• Pay Progression Policy to be developed and implemented within 3 months alongside associated communication and guidance for staff and line managers</li> </ul>
Actions agreed:	<ul style="list-style-type: none"> <li>• New heatmap to be further developed to oversee delivery of objectives</li> <li>• More information on Time to Hire to be received at Hiring Manager/dept level</li> <li>• Bespoke sickness targets to be developed at ward/dept level based on viability</li> </ul>

**Mick Laverty, Chair of the People and Organisation Development Committee**

**For the meeting of the Trust Board scheduled for 1st July 2021**