

PEOPLE AND ORGANISATIONAL DEVELOPMENT COMMITTEE

**Minutes of the Meeting held on 19th December 2019
Trust Office Meeting Room, Colchester Hospital**

PRESENT: Carole Taylor-Brown, Non-Executive Director (*Chair*)
Richard Youngs, Non-Executive Director
Eddie Bloomfield, Non-Executive Director
Neil Moloney, Managing Director
Catherine Morgan, Chief Nurse

IN ATTENDANCE: Clare Conaghan, Director of People and Organisational Development
Director
Rebecca Driver, Director of Communications
Crawford Jamieson, Site Medical Director
Leigh Howlett, Deputy Director HR
Helen Taylor, ESNEFT Chair
Clare Harper (Minutes)

OBSERVING: Elizabeth Smith, Public Governor

APOLOGIES: Shane Gordon, Director of Strategy, Research and Innovation
Richard Spencer, Non-Executive Director

ITEM		ACTION
104/19	APOLOGIES FOR ABSENCE 1. Apologies were noted as above.	
105/19	DECLARATION OF INTEREST 2. None received.	
106/19	MINUTES OF THE LAST MEETING 3. The minutes of the meeting held on 28 th November 2019 were approved as a true record of the meeting.	
107/19	ACTION CHART AND MATTERS ARISING 4. The Committee reviewed the Action Chart, noting: <ul style="list-style-type: none"> • 71/19 – CKIs from Sub-committees – Agreed March 2020 would be realistic timeframe to complete this action. • 96/19 - WRES Meeting – noting meeting in December was cancelled and would be rescheduled for March/April 2020. • 98/19 – workforce risks – This board seminar was deferred from December 2019 and anticipated for February 2020. Bring risks back to POD in March 2020. • 71/19 – ICS Plan/Workforce Sustainability – A piece of work had been 	

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	<p>commissioned through HEE. Agreed to close this action and include ICS strategy work going forward on POD planner.</p> <ul style="list-style-type: none"> • 71/19 Pensions Impact Assessment – change to red. • 82/19 – FTSU Steering Group Meetings - CH to work with TF re membership and meeting dates. • 39/19 – Gender Pay Gap Detailed Report – Agreed to defer to March. <p>5. Action tracker would be updated and any blue actions would be removed from the tracker.</p>	CH
108/19	<p>CKI – BOARD FEEDBACK</p> <p>6. The Committee received and noted feedback from the Trust Board at its meeting held on 5th December 2019 following submission of the POD CKI report.</p>	
109/19	<p>HR UPDATE</p> <p>7. The Director of People and OD gave an update to the Committee on the following hot topics:</p> <ul style="list-style-type: none"> • Staff Survey – noted that 49% of staff had completed the survey which was a 10% uplift on last year and was average when compared nationally. The survey results were due to be published. A review of return on investment was required together with a robust monitoring process to ensure deliverability of actions within the action plan and improved planning and communication for next year. • Flu – noted a 61% compliance rate however some validation work was underway. Further Communications would be sent out to ‘mop up’ as uptake of the vaccine had dipped in recent weeks. • Pensions – noted that the BMA had circulated guidance and correspondence which would be circulated to relevant staff. A review of activity for those who paid additional funds was underway to see what impact this was having on the organisation. A full update would be given in January. • Hard to fill clinical posts – Agreed parameters with divisions that are driving high sickness absence and agency spend and a strategy on targeted basis to fill these posts. Noted that there were some discrepancies within the reporting systems whereby data was not triangulating and the team were working hard to resolve this. Noted 45 fully trained doctors going through training at present, 13 of which are consultants. The approach to recruitment of consultants had been flagged at the Finance and Performance Committee this month and divisions were reviewing the skills mix within their teams. The current consultant interview process was also discussed and noted that the Chief Medical Officer/Director of P&OD/RO/Site Medical Director would look into the possibility of competency and psychometric testing. 	CC

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		CC/CJ
110/19	<p>ESNEFT Workforce Plan</p> <p>8. The Director of People and OD presented the draft ESNEFT Workforce Plan as a single focus item noting changes to the language and streamlining of the strategic themes into 3 sections.</p> <p>9. The plan was well received by the Committee noting the proposed approach and key activities for each year under the three proposed themes. It was suggested that clear outcomes for each strategic goal were included together with a separate underpinning operational plan and new governance process to enable review of progress through CKIs to the EMC and POD Committee from the various delivery streams.</p> <p>10. It was agreed that a future Board Seminar would focus on all ESNEFT strategies to ensure each one is aligned and adequately supported to achieve the desired outcomes. Action: CH to liaise with the Board Committee team.</p> <p>11. The ESNEFT Workforce Plan would be submitted to the Trust Board meeting in January 2020. Committee members were asked to provide any further comments to the Director of People & OD by 24 December 2019.</p>	CH
114/19	<p>ANY OTHER BUSINESS</p> <p>12. No items raised under Any Other Business.</p>	
115/19	<p>ITEMS FOR ESCALATION TO THE BOARD</p> <p>13. The following items of escalation to the Board were agreed:</p> <ul style="list-style-type: none"> • ESNEFT Workforce Plan – submission to Board in January 2020. 	
116/19	<p>REVIEW OF COMMITTEE FORWARD PLAN</p> <p>14. There were no items to populate on the planner.</p>	
	<p>DATE OF NEXT MEETING</p> <p>Thursday 23rd January 2020 at 13.30, Castle Room, Colchester.</p>	