

**RAG Rating/Status**

At risk	Red - Action date passed or revised date needed
On track	Yellow - Action on target to be completed by agreed/revised date
Complete	Green- Action complete
No longer needed	Blue - Action to be removed and/or replaced by new action

**PEOPLE AND ORGANISATIONAL DEVELOPMENT COMMITTEE**

Meeting Item Reference	Action Reference	Lead	Meeting Item Title	Details of action	Update on progress	Original target date	Revised target date	RAG rating/Status
<b>OPEN ACTIONS FOR REVIEW</b>								
None								
<b>OPEN ACTIONS - IN PROGRESS BUT NOT YET DUE</b>								
None								
<b>ACTIONS RECOMMENDED TO BE CLOSED AT (08.11.23) MEETING</b>								
PODC 3.2/ 2023.07.19	PODC 2023/21	NL	Equality, Diversity and Inclusion Update	The Committee were informed that the work with Arden University had been delayed, and the results and a presentation would be brought to the January 2024 meeting of the Committee.	<b>8 November Update:</b> Included on the agenda for the February meeting.  Propose action is closed.	06/02/2024		Complete - request closure
PODC 3.6/ 2023.07.19	PODC 2023/22	AC/JOB	Performance Assurance Dashboard	The Committee asked what the highest level of recorded sickness rate was, and if the sickness rates correlated with low compliance to Manual Handling training. The most common cause of sickness was recorded as anxiety, stress and depression which had recently overtaken infectious chest and respiratory diseases. Muscular and skeletal problems were also near the top of the list and JOB and AC agreed to meet to discuss these figures further.	<b>8 November Update:</b> Statutory and Mandatory training figures and Sickness rates are closely monitored by PODC and QSIC and whilst no direct comparison could be made to falling training rates and increased sickness rates at this time, QSIC has asked that any unexpected deviation from normal rates are referred to them urgently via the Board Business Unit. Health and Safety training and compliance are constantly under scrutiny both in the office environment and through the Health and Safety Group.  Propose action closed.	08/11/2023		Complete - request closure
PODC 3.6/ 2023.07.19	PODC 2023/23	JOB	Performance Assurance Dashboard	The Committee suggested that a change in the recording of appraisal dates in ESR should be recorded every six months which would bring it into line with the Organisation's policy.	<b>8 November Update:</b> Appraisal Compliance requires one appraisal to be recorded in a rolling 12-month period. Our policy also incorporates the requirement for a mid year review meeting which is not recorded in ESR.  Propose action is closed.	08/11/2023		Complete - request closure
PODC 3.1.1/ 2023.04.18	PODC 2023/15	NL/SM	People Promise	NL suggested that RBW and KY be included in the development of the external facing People Promise.	<b>8 November Update:</b> RBW involved in discussions and meeting took place with KY to update and feedback.  Request action closed.  <b>19 July Update:</b> This work is behind plan and an extension to the November meeting is requested	19/07/2023	08/11/2023	Complete - request closure

PODC 3.2/ 2023.07.19	PODC 2023/20	NL	Equality, Diversity and Inclusion Update	The Committee was asked how the low numbers of Grievance rates recorded could be reported to the Committee without individual cases being identified, assurance was given that discussions at Executive level ensured that any trends would be identified and remedial action taken. NL agreed to present a paper at the November meeting of the Committee which would demonstrate the low numbers of grievances raised within the Organisation.	<b>8 November Update:</b> Exec lead has discussed the reporting requirements with the Chair and agreed an approach for reporting going forward. This has been added to the agenda for the November 8 meeting.  Request Action be closed.	08/11/2023		Complete - request closure
PODC 4.1/ 2023.07.19	PODC 2023/24	LB/LH	Minutes, Action Log and Matters Arising of 18 April 2023	The Committee approved the English and Welsh minutes of the meeting held on 18 April 2023, subject to the addition of a comment made at Committee regarding completion of the survey by workplace based staff. LB agreed to liaise with LH to confirm appropriate wording.	<b>8 November Update:</b> LB liaised with LH and the wording was updated.  Propose action closed.	08/11/2023		Complete - request closure
PODC 5.1/ 2023.07.19	PODC 2023/25	LB/LH	Committee Workplan	The Committee discussed the Anti Racism Plan and asked for clarification where the responsibility for managing the plan lay within the Organisation. The Committee asked for the item to be added to the Workplan for the November meeting.	<b>8 November Update:</b> On review, the timing for this item has been agreed for the February 2024 meeting, once more information was available.	08/11/2023		Complete - request closure
PODC 6/ 2023.07.19	PODC 2023/26	NL	Closing Administration	The Committee asked for an assurance that the Work How Work Works Best initiative was progressing well. Assurance was given that the results of the Quarter 4 survey were currently undergoing evaluation and the Organisation was mindful that Work How Work Works Best did not just mean working from home, it meant the adoption of new policies and procedures for staff where work could only be work place based. The Committee asked for an update at the next meeting.	<b>8 November Update:</b> An update on WHIWB will be provided as part of the Staff Engagement item on the Agenda for 8 November.  Propose Action is closed.	08/11/2023		Complete - request closure
PODC 3.4/2023.04.05	PODC 2023/9	SS/SW	Registration for Healthcare Professionals Policy and Procedure	The Committee considered and to SW's request for further input into the policy and procedure	<b>8 November Update:</b> This has been completed and the final version agreed has been circulated to the Committee.  Propose action is closed.  <b>18 April Update:</b> This is in progress, with SW providing comment by the 21st April. The final version will then be circulated to the Committee in May.	05/05/2023		Complete - request closure
PODC 3.4/2023.04.05	PODC 2023/10	SS	Registration for Healthcare Professionals Policy and Procedure	The Committee queried whether there was a systematic renewal process in place across the Organisation. SW advised of areas whereby managers could check an online database to ensure compliance. SS agreed to follow up with the policy author and inform the Committee of the process in place.	<b>8 November Update:</b> This has been completed and the final version agreed has been circulated to the Committee.  Propose action is closed.  <b>18 April Update:</b> The update on the process in place to confirm compliance will be circulated to the Committee at the same time as the updated policy and procedure.	05/05/2023		Complete - request closure