

TABLE OF ACTIONS
PEOPLE, ORGANISATIONAL DEVELOPMENT & CULTURE COMMITTEE (PODCC) MEETING HELD ON 16 DECEMBER 2024

MINUTE REFERENCE	ACTION	LEAD	TIME SCALE	PROGRESS
PODCC(24)29	Workforce Efficiency (Agency costings): <ul style="list-style-type: none"> To examine the triangulation between clinical outcomes and reduction of agency and Bank staff, and provide an interim report to Quality, Safety and Experience Committee (QSEC) in February 2025. 	SD/ HH	February 2025	Complete
PODCC (24)108	Performance Assurance and Workforce Metrics - Integrated Performance Assurance Report (IPAR) <ul style="list-style-type: none"> To undertake an assessment of the impact that mandatory and specialist training provision across staff groups is having on patient and family experience. 	AG	December 2024	In progress: Item 5.2
PODCC (24) 116	Table of Actions: <ul style="list-style-type: none"> To share a reminder at the Executive Team meeting that actions arising from Committee meetings need to be prioritised and updated within the agreed timescales. 	JW	December 2024	Complete
PODCC (24) 117	Corporate Risk Register: <ul style="list-style-type: none"> To capture the risks associated with the equality, diversity, and inclusion (EDI) data concerns (highlighted during the Strategic Equality Plan Annual Report 2023/24 at Board on 26 September 2024) on the Risk Register to amplify 	TW/LG/ JW	December 2024	In progress

MINUTE REFERENCE	ACTION	LEAD	TIME SCALE	PROGRESS
	Committee and Board level discussions, monitoring of actions and accountability.			
PODCC (24) 122	Deep Dive Analysis of Stress in Staff: <ul style="list-style-type: none"> To ensure that the outcome of engagement events undertaken with staff (e.g. Away Days) is included within the deferred report. Provide the context for agreed actions. Share an understanding of the theory of change aligned with the agreed actions. 	LG	February 2025	Complete: Agenda item 3.1
PODCC (24) 126	Medical Workforce Mandatory Training and Performance Compliance: <ul style="list-style-type: none"> To improve the quality of compliance data provided to the Committee for medical staff mandatory training, providing a holistic view to assure the Committee that there is effective monitoring of performance management and compliance in place. To forward plan an updated report to be presented to the Committee in February 2025 which also confirms the governance arrangements. To share accurate compliance rates of basic life support/resuscitation training for all doctors with the Chair and Vice Chair of the Committee. 	CH CH	December 2024 February 2025 December 2024	Complete: Agenda item 5.2
PODCC (24) 127	Strategic Planning and Education Group <ul style="list-style-type: none"> To undertake the following actions in response to the 'Alert' items via the appropriate internal processes: 	AG	January 2025	Complete

MINUTE REFERENCE	ACTION	LEAD	TIME SCALE	PROGRESS
	<ul style="list-style-type: none"> ➤ Risks to funding within the Estates Directorate- to be considered as part of the Directorate annual planning process. ➤ Fit Note Training Compliance and identification of relevant professions to be brought to the attention of the Executive Team at a Team Meeting. 			

Leads:

SD: Sharon Daniel	HH: Heather Hinkin	AG: Amanda Glanville	JW: Joanne Wilson
TW: Tracy Walmsley	LG: Lisa Gostling	CH: Carly Hill	