

**Part A**  
**ACTION LOG ARISING FROM**  
**WORKFORCE & ORGANISATIONAL DEVELOPMENT COMMITTEE**  
**HELD ON 19<sup>th</sup> SEPTEMBER 2017**

Action	Lead	Status
<b>Medical Engagement Scale</b> <ul style="list-style-type: none"> <li>• Push Mangat to discuss with Medical Director the way forward in terms of actions arising from the Medical Engagement Scale.</li> <li>• Further report to next meeting.</li> </ul>	<p>PM</p> <p>PM/KL</p>	
<b>Medical Agency Caps</b> <ul style="list-style-type: none"> <li>• Further reporting arrangements be clarified with Push Mangat continuing to present such updates.</li> </ul>	GR/KL	
<b>Workforce Metrics Report</b> <ul style="list-style-type: none"> <li>• Consideration be given to the definitions for mandatory and statutory training.</li> </ul>	KL	
<b>Staff Engagement Plan</b> <ul style="list-style-type: none"> <li>• Review of the proposed engagement plan to be undertaken to address the issues raised.</li> </ul>	KL	
<b>Workforce Policy extensions until February 2018 approved for:</b> <ul style="list-style-type: none"> <li>• Capability Policy</li> <li>• Dress Code Policy</li> <li>• Special Leave Policy</li> </ul>	KL	
<b>Workforce &amp; OD Directorate Risk Register</b> <ul style="list-style-type: none"> <li>• Next iteration to include the key W &amp; OD risks highlighted by delivery units.</li> </ul>	KL	
<b>Bilingual Skills Strategy</b> <ul style="list-style-type: none"> <li>• The progress made in terms of the implementation of the above strategy be discussed by executive team.</li> </ul>	KL	
<b>Actions arising from meeting on 15<sup>th</sup> May 2017</b>	<b>Lead</b>	<b>Status</b>
<b>Workforce Metrics &amp; Risks</b> <ul style="list-style-type: none"> <li>• As a result of concern expressed regarding the lack of timely workforce data Kate Lorenti to meet with executive colleagues to discuss committee's concerns that this was impacting on ABMU's ability to manage issues.</li> <li>• Consideration be given to separating data regarding vacancies created by internal transfers as opposed to staff leaving the organisation</li> </ul>	<p>KL</p> <p>KL</p>	<p>Ongoing</p> <p>Feasibility under review</p>
<ul style="list-style-type: none"> <li>• <b>Deferred Reports:</b></li> </ul>		

– Coaching Strategy & Policy Workforce Information Board	KL KL	
<b>ISSUES ARISING FROM MEETING ON 15<sup>TH</sup> MARCH 2017</b>		
<b>Workforce Metrics &amp; Risks</b> • Workforce Metrics Report to be revised to take account of requirement for SMART requirements and presented to next meeting.	KL	<u><b>Update 19.9.17</b></u> Report content under review
<b>Staff Experience</b> • KPIs to be developed following analysis of Values Survey feedback. • Issues around learning lessons and evidence of values culture to be raised with executive team	LJ  KL	
<b>Vacancies/ Use of Contractors in Estates</b> • Update to be brought back to the committee following discussions around RRP and Apprenticeship Schemes	KL/SHG	Pending discussions around RRP and Apprenticeship Schemes
<b>Committee Work Programme</b> • To be revised following alignment with the Recovery & Sustainability Action Plan and brought back to the committee for discussion.	KL	<u><b>Update 19.9.17</b></u> Awaiting outcome of review of board committee arrangements
<b>ACTIONS FROM MEETING 24<sup>TH</sup> JANUARY 2017</b>		
<b>ABMU Estates Vacancies</b> • Consideration be given to future board development session on topic of how existing resources were being used to address maintenance and system of prioritisation. RF to raise this issue with SHG and seek a timescale for completion of such work.	RF/SHG	Issue added to Board Development Agenda Plan – to be addressed by Director of Strategy
<b>Collaborative Workforce Development &amp; Education Committee (CWDEC)</b> • Consideration be given to joint reports arising from the work reported to CWDEC	KL	Ongoing
<b>Workforce Metrics &amp; Risks</b> • Report to Executive Team being prepared around whether benefits could be realised from establishing a dedicated investigation team.	KL	<u><b>Update: 19.9.17</b></u> Report due to be considered by executive team on 9.10.17