

Workforce and OD Committee Log 2025-26

Meeting Date	Type of Meeting	Minute Ref	Agenda Item (Number & Title)	Raised by	Narrative	Type of Action	Action Taken	Assigned to (individual)	Supporting (additional staff members)	Due by	Update	Status
31.07.25	Public Committee	N/A	Integrated Performance Report to Board	Chair (Jan Williams)	WOD to assume oversight of the IPC compliance agenda together with OD/Cultural Implications	Referral	Incoming Referral	Executive Medical Director / Deputy CEO (RE)		Feb-26		Open
29.09.25	Public Committee	31/25	Discrimination Settlement approved	Chair (Jan Williams)	Recommended that the matter be referred to the WOD committee for a comprehensive review of manager training. The focus should be on improving understanding of DDA and best practices for providing employment references.	Referral	Referred to WOD	Executive Director of Workforce and OD (TR)	Hazel Lloyd; Director of Corporate Governance.	Apr-26	Report to April 2026 Committee	Underway (with update)
11.09.25	Public Committee	92/25	TRIM Team Presentation – January 2026: Overview of Service Development, Access, Impact, and Lived Experience Illustration	General IM (Jean Church)	To arrange for the TRIM team to present to the Committee on the development, access, and impact of the service in supporting staff and teams, including a patient or staff story to illustrate lived experience. The presentation is planned for the next WODC.	Referral	Incoming Referral	Exec Lead QSC: Director of Nursing and Patient Experience (LR)	N/A	Apr-26	To be arranged for April meeting	Open
09.10.25	Public Committee	37/25	Redundancy Payment approved	Chair (Jan Williams)	Agreed the remittance of the review of fixed term contracts to be overseen by the Workforce & OD Committee.	Referral	Referred to WOD	Executive Director of Workforce and OD (TR)	Hazel Lloyd; Director of Corporate Governance.	Feb-26	Covered in Variable Pay Report - February 2026 meeting	Underway (with update)
02.10.25	Public Committee	89/25	Theatre Performance and Sickness Management.	Community IM (Reena Owen)	RO requested a more detailed action plan and CG agreed to provide a broader paper and to facilitate site visits to support enhanced understanding.	Action	Logged Action	Executive Director of Workforce and OD (TR)	Ceri Gimblett; Service Group Director - NPT & Singleton Hospital	Apr-26	To be included in the April 2026 agenda.	Open
11.12.25	Public Committee	103/25	Staff Story: Minor Injury Unit (MIU)	General IM (Jean Church)	Concerns were raised by TR and JC regarding incidents of violence, aggression, and inadequate security. They requested confirmation that these risks were included on the risk register and asked for escalation to the Management Board. KR confirmed that both the risks and the absence of ALF, via RO, asked about sickness levels, and KR reported only short-term absences due to seasonal illness. It was agreed that the workforce plan, including updates on security and non-clinical time, would return to the Committee in February 2026.	Action	Logged Action	Executive Director of Workforce and OD (TR)	Neil Cooper; Assistant Director of Operations.	Apr-26	Report to Management Board in January. Update to be provided to April WOD Committee	Underway (with update)
11.12.25	Public Committee	103/25	Workforce plan, including updates on security and non-clinical time	Legal IM (Anne-Louise Ferguson)	DN would provide a further report in April 2026, including timescales and outcomes of the nurse staffing review	Action	Logged Action	Chief Operating Officer (DL)	Neil Cooper; Assistant Director of Operations.	Apr-26	Report to Management Board in January. Update to be provided to April WOD Committee	Underway (with update)
11.12.25	Public Committee	104/25	Overview report of workforce risks and issues affecting the Mental Health and Learning Disabilities (MH&LD) Service Group	Community IM (Reena Owen)		Action	Logged Action	Executive Director of Nursing and Patient Experience (LR)	Dermot Nolan; Interim Service Group Director of MH&LD	Apr-26	To be included in the April 2026 Committee.	Open
11.12.25	Public Committee	107/25	Provide an update on: Current capacity and any constraints. How workload is being managed and whether additional support is needed.	General IM (Jean Church)	JC supported the combined top-down and bottom-up approach but raised concerns about the accuracy of converting part-time roles to full-time equivalents. She requested assurance on data quality, particularly for medical and dental staff, and enquired about the status and workload of the	Action	Logged Action	Executive Director of Workforce and OD (TR)		Apr-26	For April's meeting	Underway (with update)