

**Minutes of the AWP NHS Trust
 Employee Strategy and Engagement Committee**

Held on Monday 25th June 2012, Jenner House

Committee Members Present	Committee Members Apologies
<ul style="list-style-type: none"> Lee O'Bryan – Chair of Committee & Non-Executive Director Anthony Gallagher – Acting Chair for AWP Alison Paine – Non-Executive Director Julie Thomas – Executive Director for People 	<ul style="list-style-type: none"> Hazel Watson – Executive Director for Nursing, Compliance, Assurance Standards
In Attendance	Apologies
<ul style="list-style-type: none"> Emma Roberts – Company Secretary Kristin Dominy – SDAS Service Director Carol Bowes – Acting S&S Service Director Elaine Sheppard – Interim Head of HR Ian Payne – Head of Employment Services Sue Wood – Head of Learning & Development Toria Nelson – HR Business Partner Andy Sylvester – Director of Operations Carole Horroll – note taker 	<ul style="list-style-type: none"> Denise Claydon – LLL Service Director Kevin Connor – Acting AOWA Community Service Director David Colyer – Adult Service Director

Standing Items

Item	Title	Action
1	<p>Introductions - LO'B welcomed everyone to the first meeting of the Committee.</p> <p>LO'B described that despite some very good examples, there are many challenges in the area of employee engagement, and cited as an example of this the poor staff survey results, and also the very low proportion of employees who have received an appraisal.</p>	

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	<p>LO'B stated that as a Trust we are under intense scrutiny from the SHA, with issues around employee engagement one of the main areas of focus . This Committee can play a major part in influencing employee issues, and as a consequence, affecting decisions which may be made by the SHA about AWP. As such , all members of the Committee have a significant level of accountability, and LOB emphasised that the SBU directors are a very important constituency of this meeting</p> <p>LOB explained that the Committee will seek to review and seek assurance, but also work together to create develop and improve activity in this area</p> <p>Initially this Committee is in place for 12 months. It will meet bi-monthly following the first few meetings, which will be monthly, in order to generate some momentum .</p> <p>Tony Gallagher believes it is important to recognise that Committees are to be working parties of the Board, so the Board can concentrate on strategic matters not operational scrutiny.</p>	
2	<p>Terms of Reference</p> <p>Discussed, reviewed and revised terms of reference attached</p>	JT
3	<p>Dashboard</p> <p>IP presented a draft dashboard which was discussed.</p> <p>LOB explained that review of this dashboard, which has AWP wide and also SBU specific data, will form the first part of all meetings of the Committee.</p> <p>AG would like to see a target set against sickness absence that is realistic and benchmarked against other Mental Health Trusts.</p> <p>AP noted that appraisal rates were missing and felt these would be good to track, this was agreed to be part of the dashboard. When Inspire, the new appraisal system goes live this will make reporting more transparent.</p> <p>LOB asked that the dashboard looks forward to target trajectories , as well as looking back</p> <p>This regular dashboard review will supersede the quarterly HR performance report prepared for the Board</p> <p>Revised dashboard will be circulated prior to next meeting</p>	<p>ES</p> <p>ES</p> <p>CH</p>
4	<p>Workplan</p> <p>JT had prepared a draft workplan .</p> <p>JT described the elements she had included for discussion. Some items were incorporated into the dashboard, others will occur annually, quarterly</p>	

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	<p>or as required. Also recognised cross reference will need to be made to the Fit for Future programme.</p> <p>LO'B asked for comments. AP recognised that taking Board and Committee meetings to different work sites would help to mark the employee engagement emphasis.</p> <p>JT suggested that we could also invite visitors i.e. representative groups of occupations to this Committee, and it was agreed to build this into the workplan .</p> <p>TN reported that one of the actions from the staff survey action plan proposes to run mini focus groups in SBUs and AG suggested we ask SBUs to report back to us how they propose to take this forward as part of their staff survey action plans</p> <p>Discussion moved on to short term actions (i.e. by September) and longer term actions. Agreed that dashboard plus appraisal and staff surveys are the prime short term areas for focus.</p> <p>Discussion on accuracy of MLE appraisal data led to a detailed look at appraisal and supervision with a request for validated information from SBUs at the next meeting. Between now and next meeting MLE validation meetings with SBUs about appraisal data to be held.</p>	<p align="center">JT</p> <p align="center">SBUs</p> <p align="center">SW</p>
	<p>Staff Survey Action Plan</p> <p>LOB asked for confirmation that the plan has been developed 'bottom up' by SBUs, and is owned by them.</p> <p>This was confirmed -the staff survey action plan (to be renamed staff engagement and survey action plan), has developed from SBU/directorate team meetings and been further informed by a detailed stress survey workshop, was scrutinised by this Committee rather than Q&HCG.</p> <p>It was suggested that plans are taken back by SBUs to provide an opportunity for further local input and validation – to assist with this, the Committee requested that this be reordered by SBU and brought back as a second version at July Committee.</p> <p>LO'B suggested that the objectives parts of plans be made 'smarter' and that the Committee approve the plan as a draft until next meeting.</p> <p>The Committee suggested that SBUs need to be able to track progress of plans, and one option would be a final column with red, amber and green which may help to keep the focus on progress, although the key immediate focus needs to be on involving employees in the plans, and agreeing those few key things which will make a difference.</p>	<p align="center">TN</p>
5	<p>Policies</p> <p>JT provided a Policy Extensions paper for approval, a request to extend the review date due to current commitments within the People Directorate;</p>	

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	these policies are not CNST policies. The extension was agreed.	
6	<p>Modernising the Pay Agenda</p> <p>JT reported that there has been significant south west activity on this agenda. The paper is a standard paper for Trusts. The Committee discussed the paper and recognised there may be merit to being involved and supported the proposal that AWP remain involved, although no specific commitments were given at this stage to any of the ideas being developed. JT to continue discussions.</p>	JT
7	<p>L&D Annual Report</p> <p>LO'B asked that the Committee provide comments by correspondence. AG asked that acronyms should be stated in full at first sight in the document. Comments to be sent to JT in the first instance for her to forward to SW.</p>	ALL
8	<p>Discussions for Next Meeting</p> <p>Message to go out from EMT about appraisal and supervision. AG advised that the Communications Strategy is on the Board Agenda, discuss how best to cascade this between EMT and Board.</p> <p>July agenda Dashboard, with focus and SBU specific review of appraisal and supervision – 45 mins Employee elements of FFTF Plan – 5 mins Engagement plans- 30 mins Organisational Behaviours - 15 mins Vacancies in Adult Community and PCLS – 15 mins Senior Leadership Development Plan timetable - 5 mins</p> <p>September Agenda Dashboard Inspire Vacancies across AWP Senior Leadership Development Plan review and debate</p>	JT
9	<p>Date of Next Meetings – Monday 23rd July, Victoria Centre – Conference Room - 2pm – 4pm September November</p>	