WORKFORCE GROUP- DRAFT REPORTING SCHEDULE - MARCH 15 - MARCH 16														
		Mar	Apr	Мау	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
1	Action Log from previous meeting													
2	Review minutes of JCC / Workforce Group													
Comp	liance and Capacity							•		•		•	•	
Statuto	ry regulatory and investment obligation	ns												
3	Regular Compliance and Capacity Report (Workforce Report) embracing HR service KPIs and key Workforce statistics/ narrative regarding staff turnover, sickness, Funded WTE v Staff in Post (vacancy levels) recruitment activity, temporary staff use, ER activity, Ts and Cs, Legal updates, Policy review timetable, - Medical and non-medical workforce													
3a	Comp and Cap report - Recruitment and Retention activity and impact													
3b	Comp and Cap report ER activity and outcomes													
3с	Comp an Cap report – Other subject(s) as indicated by data													
4	CQC Assurance and Exception Report (embracing pre-inspection preparation and post inspection Action Plan)													
5	Occupational Health Service and Review activity													

6	Equality and Diversity activity report (To reflect Public Sector Duties)												
7	Overview of progress of all HR/OD Transformation Programme PIDs including OD/L&D improvement plan												
8	Policies for ratification as required												
9	Internal and External Audit reports as required												
10	HR Risk Register - Review of all risks rated 15 and above and decision which to escalate (remove) from Trust corporate Risk Register												
	Capability												
Right pe	eople, right place, right time												
11	Monthly Capability Report (Education report) embracing key statistics/narrative regarding HEEOE quality indicators (Medical and Non-Medical workforce) plus Corporate Welcome day and local Orientation, Stat/Man, Continuous Professional Development, Apprenticeships, Education infrastructure, Clinical Learning Environment, HR/management Core Skills training												
11a	In Capability Report Induction, Orientation and Stat/Man												
11b	In Capability Report External- investment Standards (medical and non-medical)												

11c	In Capability Report Management Core Skills															
11d	Education environment (including student Improvement Plan)															
	Culture Best practice aspirations for embedding values and achieving exemplar staff and leadership performance and engagement															
Best pra	actice aspirations for embedding value	es and	achie	ving	exemp	blar sta	iff and	leader	snip p	pertoi	mance	and	engag	jement		
12	Monthly Culture Report (DO Programme)															
12a	In Culture Report Appraisal / Pay Progression															
12b	In Culture Report Leadership Development															
12c	In Culture Report Staff engagement															
13	National Staff Survey Report and Action Planning															
14	Production of annual workforce report															