

**Workforce Committee  
Chair's Log**

<b>Meeting:</b> Workforce Committee	<b>Date of meeting:</b> 9/6/ 2016	
<b>Escalated to:</b> Board of Directors	<b>Date of meeting:</b> 28 <sup>th</sup> June 2016	
<b>Decisions / actions agreed</b>		
<b>Decision / Action</b>	<b>Responsible Person</b>	<b>Deadline</b>
<ul style="list-style-type: none"> <li>• Update Terms of Reference to ensure clarity</li> <li>• Prioritise work on resource planning and provide committee with full project update at next meeting</li> <li>• Nursing Workforce Committee to continue but as part of the Nursing line accountability reporting to Director of Nursing but not as a sub group of the Committee</li> <li>• Meeting dates to be circulated to all members</li> </ul>	Paula Iddon  Paula Iddon  Gill Hunt  Paula Iddon	Sept 2016  Sept 2016  On-going  June 2016
<b>Issues for escalation</b>		
<b>Issue</b>	<b>Action required</b>	
<ul style="list-style-type: none"> <li>• Connectivity to other Committees               <ul style="list-style-type: none"> <li>○ Need to ensure no gaps or duplication of activity</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Chairs of Committees to meet on a regular basis to discuss Terms of Reference and work plans</li> </ul>	
<b>Risks</b>		
<b>Potential risks</b>	<b>Action required</b>	
<ul style="list-style-type: none"> <li>• Highlight the lack of plan for workforce</li> </ul>	HR to provide a full project plan with timescales to address this issue to next Committee meeting. Work to be prioritised and to be ongoing out with the established Committee meetings	