

**PEOPLE COMMITTEE
WORK PLAN 2019/20**

People Committee Meeting Date	Chair/Secretary Meeting Date	Papers Issue Date (5 working days in advance)	Agenda
21 January 2019			<p>To be agreed:</p> <ul style="list-style-type: none"> • Terms of Reference • Work Plan 2019
17 April 2019	21 March 2019	10 April 2019	<ul style="list-style-type: none"> • Chief Executive to be invited • Workforce Strategy Update • HSC Staff Survey Update • Brexit Update • HR Metrics: absence, mandatory training, appraisal • Yellow Pages: agency notional staffing, turnover, staff in post, vacancy level, etc. • Grievance, Disciplinary and Statutory Case Numbers • Transformation Workforce Update • Job Planning Update • Engagement Update and Action Plan • Internal Audit Update • Culture Group Report • Discovery Group “Great Place to Work” Update and actions relating to GPW survey • Staff Story (to be identified)

People Committee Meeting Date	Chair/Secretary Meeting Date	Papers Issue Date (5 working days in advance)	Agenda
13 August 2019	To be confirmed	To be confirmed	<ul style="list-style-type: none"> • HSC Staff Survey Results • HR Metrics – end of year appraisal • Yellow Pages: agency notional staffing, turnover, staff in post, vacancy level, etc. • Grievance, Disciplinary and Statutory Case Numbers • Transformation Workforce Update • Job Planning Update • Training and Development Group Report • Succession Planning Update • Recruitment update with a particular focus on International Doctors • NIMDTA Allocation • Health and Well Being • Fair Employment Monitoring Return • Staff Story (to be identified)



People Committee Meeting Date	Chair/Secretary Meeting Date	Papers Issue Date (5 working days in advance)	Agenda
12 November 2019	To be confirmed	To be confirmed	<ul style="list-style-type: none">• Chief Executive to be invited• Recruitment update with a particular focus on Nursing• New role feedback – Physician Associate• Overview of Staff Recognition• HR Metrics: absence, mandatory training, appraisal, job planning• Yellow Pages: agency notional staffing, turnover, staff in post, vacancy level, etc.• Grievance, Disciplinary and Statutory Case Numbers• Transformation Workforce Update• Job Planning Update• Workforce Strategy Update• Zero Tolerance Update• Working Longer Group Report• Internal Audit Update• Work Plan for 2020• Staff Story (to be identified)

People Committee Meeting Date	Chair/Secretary Meeting Date	Papers Issue Date (5 working days in advance)	Agenda
11 February 2020	To be confirmed	To be confirmed	<ul style="list-style-type: none"> • Review of Terms of Reference • Update on the Review of HR Policies, etc. • HR Metrics: absence, mandatory training, appraisal • Yellow Pages: agency notional staffing, turnover, staff in post, vacancy level, etc. • Transformation Workforce Update • Job Planning Update • NIMDTA Allocation • Staff Story (to be identified)