

**EXECUTIVE SUMMARY****REPORT TO THE BOARD OF DIRECTORS****HELD ON 20 NOVEMBER 2012**

<b>Subject</b>	HR Director's Report
<b>Supporting TEG Member</b>	Mark Gwilliam
<b>Author</b>	Mark Gwilliam
<b>Status<sup>1</sup></b>	N

**PURPOSE OF THE REPORT**

To provide the Board of Directors with an update on the following:-

- Revised Appraisal Documentation and Reporting
- Flu Vaccination Programme
- Unadopted Minutes of October Staff Engagement Executive Group meeting

**KEY POINTS**

- To inform the Board of Directors of the revised simplified appraisal documentation and reporting system to support the attainment of a 95% completion rate by March 2014.
- To provide the Board of Directors with an update on the Flu Vaccination Programme.
- To note the unadopted Minutes of the Staff Engagement Executive Group.

**IMPLICATIONS<sup>2</sup>**

<b>AIM OF THE STHFT CORPORATE STRATEGY 2012-2017</b>		<b>TICK AS APPROPRIATE</b>
1	Deliver the Best Clinical Outcomes	
2	Provide Patient Centred Services	
3	Employ Caring and Cared for Staff	
4	Spend Public Money Wisely	
5	Deliver Excellent Research, Education & Innovation	

**RECOMMENDATIONS**

The Board of Directors are asked to note the contents of this paper.

**APPROVAL PROCESS**

<b>Meeting</b>	<b>Date</b>	<b>Approved Y/N</b>

<sup>1</sup> Status: A = Approval  
A\* = Approval & Requiring Board Approval  
D = Debate  
N = Note

<sup>2</sup> Against the five aims of the STHFT Corporate Strategy 2012-2017