THE CLATTERBRIDGE CANCER CENTRE NHS FOUNDATION TRUST
WORKFORCE SUB COMMITTEE CYCLE OF BUSINESS

Activity Number	Item	Item Detail	Lead	April	Jul	Oct	Jan
PC01	Terms of reference (ToR) and cycle of business (CoB)	Approve the terms of reference and the cycle of business for the People Sub-Committee	Chair				
		Receive a report on changes and the annual review of effectiveness of terms of reference including review of meeting attendance by members for the Sub-committee			X		
PC02	OD Strategy/Workforce Plan	Receive assurance around the delivery of the OD Strategy and Workforce Plan, including the transformation plans under Transforming Cancer care (TCC), providing evidence to the Quality Committee that it supports the delivery of the Trust's strategy and quality priorities highlighting risks to delivery where appropriate	Chair	X	X	X	X
PC03	Staff corporate induction	Approve the induction programme and review compliance with the induction policy		X	X	X	X
PC04	Appraisal and revalidation of medical and other relevant staff	Receive and review the annual appraisal and revalidation report for recommendation to the Quality Committee			X		
PC05	Compliance with Employment Law including monitoring of grievances, disciplinary and dismissals	Annual review of compliance requirements and report by exception areas of non-compliance		X	X	X	X

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PC06	Industrial relations	Receive a quarterly assurance report from the Partnership Forum	Staff Side Chair	X	X	X	X
PC07	Talent management, education and succession planning	Receive the annual return prior to submission to Health Education North West and test the robustness of the supporting evidence			X		
PC08	Staff survey	Receive analysed results of the Annual Staff Survey and approve and monitor any required improvement plans	Chair		X		
PC09	Staffing levels, bank and agency	Receive an assurance report on the recruitment and redeployment of staff including bank and agency and approve/monitor improvement plans where necessary escalating risks to the Quality Committee where appropriate		X	X	X	X
PC10	Mandatory training	Receive a report on compliance with registration, mandatory training and general training requirements and approve/monitor improvement plans where necessary		X	X	X	X
PC11	Professional supervision frameworks	Receive assurance on progress being made to ensure effective supervision		X			

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PC12	Health and Wellbeing Plan	Approve and monitor the Health and Wellbeing plan including sickness absence and occupational health figures		X		X	
PC13	Leadership development	Receive an annual report on the impact of leadership development programmes and initiatives across the organisation		X			
PC14	Internal communication	Receive an assurance report on the effective implementation of a staff engagement plan		X			
PC15	Equality, Diversity and Human Rights	Receive the Equality, Diversity and Human Rights annual report prior to submitting data to the Trust's Annual Report		X			
WSC16	Board Reporting	Review and validate the reporting metrics relating to HR. Receive assurance that improvements are being made in the key areas required by the Board.		X	X	X	X
WSC17	Risk management	Review risks allocated to the sub-committee and receive assurance in relation to the mitigation and management of those risks		X	X	X	X
		Monitor the action being taken to mitigate against risks highlighted on the ERR and the BAF. Consider any impact on risk scoring,					

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		including moderation of risk scores where necessary.					
WSC18	Continuous improvement	Review the outcomes of relevant investigations, audits and reports, including those that highlight good practice, and ensure that appropriate action plans are in place to implement the learning from such reports to improve systems, processes and practice. Monitor the implementation of relevant plans and report outcomes to the Audit Committee by exception		X	X	X	X
WSC19	Business Continuity	Receive assurance that robust business continuity plans are in place as appropriate to this sub-committees agenda			X		X
WSC20	Benchmarking	Consider the Trust's position and set and monitor improvement targets as appropriate		X	X	X	X
WSC21	Best practice	Identify areas of good practice or performance and actively promote throughout the rest of the organisation		X	X	X	X
WSC22	Policies	Test the robustness of the evidence to support compliance with HR policies		X	X	X	X

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WSC23	Sub-committee reporting	Identify any topics/issues that members wish to raise/escalate with/to the Finance and Performance Committee or with other Committees or Sub-committees as appropriate in the Chairs Report	Chair	X	X	X	X