

Committee Terms of Reference

Workforce & Organisational Development Sub Committee

Purpose:

The Workforce & Organisational Development (OD) Sub Committee is a formal subcommittee of the Trust Board Quality Committee.

The role of the Workforce and OD Sub Committee is to provide assurance to the Quality Committee of the delivery of the Workforce & OD Strategy and to ensure compliance with the Trust's legal and statutory obligations in all matters relating to its workforce.

Date Adopted

Review Frequency

Core Accountabilities

Terms of reference drafting

Review and approval

Adoption and ratification

Workforce & OD Sub Committee

Quality Committee

1. Authority

- 1.1** The Trust Board hereby resolves to establish a Sub-Committee of the Board to be known as the Workforce & OD Sub-Committee ("the Sub-Committee").
- 1.2** The Committee is a standing committee of the Trust's Board of Directors ("the Board"). Its constitution and terms of reference shall be set out below and will be subject to amendments approved by the Quality Committee.
- 1.3** The Sub-Committee is authorised by the Trust Board's Quality Committee to act and investigate any activity within its terms of reference. It is authorised to seek any information it requires from any member of staff and all members of staff are directed to co-operate with any request made by the Committee.
- 1.4** The Committee is authorised to obtain such internal information as is necessary and expedient to the fulfilment of its functions.

2. Membership and attendance at meetings

Membership

- 2.1** The Committee shall be appointed by the Board and shall consist of:
 - Medical Director
 - Director of Workforce & OD

- Deputy Director of Workforce & OD / Head of Operational HR
- Head of Workforce Information
- Chair of the Trade Union Representatives
- Associate Director of Strategic Communications & Marketing

2.2 The Medical Director shall be appointed Chair of the Committee or in their absence another Executive Director.

Quorum

2.3 The quorum necessary for the transaction of business will be:

- 2 people, one of which is the Medical Director or another Executive Director

Attendance

2.4 Meetings of the Committee shall normally be attended by:

- All executive directors will be invited to attend.
- Deputy Director of Finance
- Other attendees will be co-opted as required.

2.5 The Committee may invite other persons to attend a meeting so as to assist in deliberations. The Chair shall be notified of any additional attendees prior to the meeting.

2.6 If needed, meetings by conference telephone call are acceptable with the approval of the Committee Chair.

3. Roles and responsibilities

3.1 The role of the Workforce & OD Sub-Committee is to provide assurance to the Quality Committee of the robust and appropriate management systems are in place to appropriately control and/or report on governance and assurance matters to include:

- Ensure that the Workforce and OD strategy is aligned with organisational priorities, service delivery, safety and quality.
- Ensure robust and appropriate management and assurance systems are in place to appropriately control and/or report on governance and assurance matters in relation to:
 - Workforce planning / capacity and capability / retention
 - Talent management / succession planning
 - Employee relations / compliance with employment law
 - Employment policy
 - Recruitment / safe employment checks
 - Workforce transformation programme / change management
 - Staff health and well-being / sickness
 - Leadership development / OD
 - Induction
 - Culture and staff engagement
 - Bank / agency
 - Mandatory training
 - Appraisal and revalidation
 - Equality, Diversity and Human Rights

- Ensure that the Trust fulfils all legislative and regulatory requirements pertaining to workforce and organisational development issues, including but not limited to equality and diversity
- Receipt and review of relevant risks (including those referred from other Committees or subcommittees) concerned with workforce and organisational development matters. Monitor progress made in mitigating those risks, identifying any areas where additional assurance is required, escalating to the Quality Committee as required.
- Approve, monitor and review policies, procedures and guidance documents relating to
- the management of the Trust's workforce
- Provide an annual progress report to the Quality Committee

In line with the schedule detailed in the cycle of business.

4. Conduct of business

4.1 A nominated individual from the Executive Secretariat shall be Secretary to the Committee and shall attend to take minutes of the meeting and provide appropriate support to the Chair and Committee members.

4.2 The Committee Secretary will:

- Provide timely notice of meetings
- Liaise with the Chair to agree meeting agendas and attendees
- Collect and forward agendas and supporting documents to members and attendees in advance of the meetings
- Attend to take minutes / notes of the meeting
- Maintain a record of matters arising and issues to be carried forward.

Frequency

4.3 The Committee will meet on a quarterly basis.

4.4 Additional meetings may be called by the Chair of the meeting.

4.5 Meetings will normally last no longer than 2 hours.

Notice of meetings

4.6 An agenda of items to be discussed will be forwarded to each member of the Committee and other attendees as appropriate no later than four working days before the date of the meeting. Supporting papers will be sent to Committee members and to other attendees as appropriate, at the same time.

5. Reporting

- 5.1** Formal minutes / notes of meetings will be recorded; and will normally be confirmed as accurate at the next meeting of the Committee.
- 5.2** The Chair of the Committee will present a report to the next meeting of the Quality Committee, summarising the decisions of the Committee.
- 5.3** The Chair of the Committee shall draw to the attention of the Quality Committee any issues that require disclosure to any regulatory authority eg CQC, NHS Improvement, the Council of Governors, or require executive action and raise any significant concerns in relation to the business undertaken directly with the Board in a timely manner.
- 5.4** On an annual basis the Committee will review and report to Quality Committee on:
- the performance of its duties as reflected within its Terms of Reference
 - an annual work plan of activity
 - output of the Committee's self assessment
 - attendance of Committee members
 - make a recommendation as to whether the Committee continues.
- 5.5** Provide assurance as required on its activities to the Quality Committee

6. Review

- 6.1** These Terms of Reference will be subject to an annual review. This review will include a self-assessment on performance of its duties as set out within the Terms of Reference and delivering against the needs of the Trust. Any conclusions and recommendations for change are to be reported to the Quality Committee.
- 6.2** As part of this assessment, the Committee shall consider whether or not it receives adequate and appropriate support in fulfilment of its role and whether or not its current workload is manageable.