

TRUST BOARD
31st July 2014

TITLE	WORKFORCE & OD COMMITTEE (WOD) - REVISED TERMS OF REFERENCE
EXECUTIVE SUMMARY	<p>The Workforce & OD Committee have consulted with members of the Committee on a revised set of terms of reference to ensure following expiry of the current set of terms that the Committee remains fit for purpose and meet the needs and future strategic direction of the organisation.</p> <p>The terms set out clearly the Committee's key strategic objectives and responsibilities as a committee with new additions after this review highlighted in the terms below.</p>
BOARD ASSURANCE (Risk) / IMPLICATIONS	The Committee is a sub-committee of the Board and provides support, challenge and expertise to ensure the development of the workforce agenda and that this is fully aligned to the organisation business requirements.
LINK TO STRATEGIC OBJECTIVE	SO2: Skilled, motivated teams
STAKEHOLDER / PATIENT IMPACT AND VIEWS	Consulted and discussed with members of the WOD Committee
EQUALITY AND DIVERSITY ISSUES	The Committee has a responsibility to monitor Equality and Diversity compliance.
LEGAL ISSUES	<p>The Committee receives information and updates regarding employment cases. In some matters these will be proceeding through the employment legal framework.</p> <p>In Part II of the meeting structure the terms of reference have been revised in order to review and approve internal business cases for the settlement of employment matters that ensures economic value, protects organisational reputation and continued service and operational delivery.</p> <p>Work is being undertaken to understand and agree what the appropriate financial approval limit should be. This will be confirmed and a revised set of Terms of Reference will be submitted to the September Trust Board meeting.</p>
The Trust Board is asked to:	Approve the revised set of Terms of Reference for the Workforce & OD Committee.
Submitted by:	Sue Ells, Non-Executive Director and Committee Chair.
Date:	24 th July 2014
Decision:	For Approval

WORKFORCE & ORGANISATIONAL DEVELOPMENT COMMITTEE**TERMS OF REFERENCE****1. CONSTITUTION**

The Ashford and St. Peter's Hospitals NHS Foundation Trust Board hereby resolves to establish a sub-Committee to be known as the Workforce & Organisational Development Committee

2. AUTHORITY

The Committee is authorised by the Trust Board to provide leadership, oversight and assurance on workforce & development issues that support the delivery of the organisational vision and strategic objectives.

It is authorised to seek any information it requires from any member of staff and can request the attendance of individuals if it considers this necessary. It is authorised to act on behalf of the Board from time to time.

3. MEMBERSHIP

Valerie Bartlett	Deputy Chief Executive	Operations
Philip Beesley	Non-Executive Director	Board
Sue Ells	Non-Executive Director (Chair)	Board
David Fluck	Medical Director	Medical
Andrew Liles	Chief Executive	CEO
Louise McKenzie	Director of Workforce Transformation	Workforce & OD
Suzanne Rankin	Chief Nurse	Nursing
Carolyn Simons	Non-Executive Director	Board

IN ATTENDANCE

Danny Hariram	Deputy Director of Workforce & OD (Secretary)	Workforce & OD
Colleen Sherlock	Head of Workforce Planning & Intelligence	Workforce & OD

4. ATTENDANCE AT MEETING

Attendance at meetings (either in person or virtually through conference call) is essential.

In exceptional circumstances when a member cannot attend they must arrange for a fully briefed deputy of sufficient seniority to attend and make decisions on their behalf. Members will be required to attend all meetings per calendar year.

5. QUORUM

1 Non Executive Director, Executive Director of Workforce Transformation or nominated deputy, one other Executive Director.

6. FREQUENCY & CONDUCT

The Committee will meet bi-monthly. Items for the agenda should be submitted to the Secretary 10 days prior to the meeting. Papers for the meeting should be distributed at least 7 calendar days prior to the meeting. Members are encouraged to limit papers to a maximum of 3 sides of A4, with appendices as optional.

Minutes will be produced within two weeks of the meeting and should be 'virtually' approved by members within 3 weeks of the meeting date.

Membership and terms of reference will only be changed with the approval of the Trust Board and will be reviewed and agreed annually.

7. STRATEGIC OBJECTIVES

- a) To oversee the provision by operational directors of the appropriately skilled and engaged workforce, at the right cost, to deliver the Trust's approved business plan.
- b) Advise on, and develop, the Trust's workforce, OD, education and training and employee wellbeing strategies (for approval by the Trust Board) to support the Trust's vision to improve organisational culture, health & well being and staff engagement.
- c) Keep abreast of the national and local strategic context the Trust is operating in and the workforce consequences and implications.
- d) Support the planning of long term workforce changes and strategies for delivering these. Working with external agencies including Health Education England taking in to account the national and local context.
- e) Advise on and develop recruitment, re-deployment and retention strategies and interventions – devising the strategy and supporting intervention where problem areas are identified.
- f) Work in association with the Integrated Governance and Assurance Committee (IGAC) and Audit Committee in workforce-related matters of clinical and corporate governance.
- g) Provide assurance to the Trust Board in relation to our equality & diversity duties and obligations.
- h) As part of the programme of work to oversee the workforce integration and culture plan for the transition to a new proposed merged organisation.
- i) To keep abreast of national trends and best practise inside and outside the trust with a view of sharing and adopting as appropriate.

8. KEY RESPONSIBILITIES

- a) Review and monitor relevant workforce action plans, in particular in relation to improving staff experience and the culture change programmes.
- b) Quality assuring Divisional and Trust workforce plans – scrutinising and reviewing Divisional and Trust workforce plans against workforce supply information; identifying shortfalls in workforce; scrutinising plans to address including the design, enablement and implementation of new roles and types of practitioner.
- c) Receive assurance in relation to performance & compliance against workforce KPIs and receive remedial action plans as appropriate.
- d) Quality assurance of HR policies and procedures – reviewing the operation of HR policies and procedures and advising on changes.
- e) **Oversee and provide assurance in relation to workforce aspects of the Board Assurance Framework (BAF) and Trust risk register.**
- f) Ensure that the Trust complies with all aspects of employment legislation, guidelines set out by professional bodies including the GMC & NMC, and compliance with CQC standards relating to staffing.
- g) **Ensure that the Trust values and agreed behaviours (and the employee promise) are being embedded within the organisation and that there is a mechanism for reviewing. The Committee will embrace and ensure the development of Trust strategies are fully aligned to these values.**
- h) Monitor the Trust's compliance with the Equality Delivery System (EDS).
- i) **To provide support, advice and interventions that enhance and enables successful implementation of the people critical requirements for the integration of a proposed new merged Organisation.**
- j) **To approve business cases for the implementation of local pay agreements, including recruitment and retention premia or allowances that are service critical. Where for operational reasons a decision needs to be taken sooner than the next scheduled meeting of the committee the request will be sent electronically to all Committee members for their view. Chairman's action will be taken and will be documented at the next scheduled meeting.**

9. PART II DUTIES:

- a) Review high level employee relations activity in order to ensure that the Trust is dealing with issues in a timely, effective and legally sound manner.
- b) Make decisions delegated from the Trust Board and Appointment & Remuneration Committee.
- c) **To review and approve internal business cases for the settlement of employment matters that ensures economic value, protects organisational reputation and continued service and operational delivery.**

10. REPORTING LINES

The sub committee reports directly to the Trust Board.

11. MONITORING

The Committee will review the effectiveness of the sub committee on an annual basis reporting this to the Trust Board accordingly.

12. APPROVED BY THE TRUST BOARD

31st July 2014

13. REVIEW DATE

July 2015