

People and Digital Committee Terms of Reference

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1. Constitution

- 1.1. The Trust Board hereby resolves to establish a Committee to be known as the People and Digital Committee.
- 1.2. The Committee is constituted as a standing committee of the Trust Board. Its constitution and terms of reference shall be as set out below; and will be subject to amendments approved by the Trust Board.

2. Authority

- 2.1. The Committee is authorised to seek information it requires from any employee of the Trust. All members of staff are directed to co-operate with any request made by the Committee. The Committee is authorised to obtain legal or other independent professional advice and to secure the attendance of advisors with such expertise that it considers necessary.
- 2.2. The Committee is authorised by the Board to make decisions within its terms of reference, including matters specifically referred to it by the Board.

3. Membership

- 3.1. The Committee shall comprise:
 - Three Non-Executive Directors one of whom will chair the Committee.
 - Director of People and Transformation
 - Director of Nursing and Quality
 - Director of IM&T
 - Director of Facilities
 - Medical Director
 - Chair of JCNC Staff Side
- 3.2. In the absence of the appointed Committee Chair, another Non-Executive Director will chair the meeting.

4. Attendance at Meetings

- 4.1. The following officers are required to attend all meetings but are not members:

- Director of Corporate Governance/Trust Secretary
- Deputy Chief Operating Officer (where required for specific agenda items)

4.2. The Committee can request the attendance of any other director or senior manager if an agenda item requires it.

4.3. Attendance at meetings is essential. In exceptional circumstances when an Executive Director member cannot attend they must arrange for a fully briefed deputy of sufficient seniority to attend on their behalf.

4.4. Executive Director attendance to be flexible and agenda-specific for non-formal members.

5. Quorum

5.1. The quorum necessary for the transaction of business shall be three members of whom one must be a Non-Executive Director who will chair the meeting and two Executive Directors (or their nominated Deputy).

6. Frequency of Meetings and Conduct

6.1. The Committee will meet bi-monthly and will be set in advance as part of the planning of the Trust Board and Committee meetings annual calendar of business.

6.2. Further meetings can be called at the request of the Committee Chair.

6.3. An agenda of items to be discussed and supporting papers will be forwarded to each member of the Committee and any other person required to attend, no later than five working days before the date of the meeting.

6.4. Decisions may be taken by written resolution upon the agreement of the majority of members of the Committee in attendance, subject to the rules on quorum.

7. Responsibilities

The primary role and function of the Committee is as follows:

7.1. Workforce

7.1.1. Developing and advising the Board on a workforce strategy taking into account relevant best practice and alignment with strategic objectives for the Trust;

7.1.2. Reviewing the senior leadership succession and development plans;

7.1.3. Maintaining oversight of the Trust's Human Resources function;

7.1.4. Monitoring the development of the future workforce, through a 'fit for purpose' workforce plan;

7.1.5. Monitoring an agreed set of HR related Key Performance Indicators;

7.1.6. Ensuring that feedback from staff surveys are appropriately analysed, improvement actions taken where necessary to drive employee engagement and desired organisational culture;

- 7.1.7. Maintaining oversight of the Trust's employment related equality, diversity and inclusion agenda, and receive regular reports from the Equality and Diversity Committee;
- 7.1.8. Ensuring that the Trust has a suitable framework to deliver the strategy and HR policy of the organisation. Ensuring these align with the relevant CQC and NHS Improvement workforce standards;
- 7.1.9. Overseeing the development and implementation of initiatives to maintain the organisation as a major Teaching Hospital;
- 7.1.10. Providing Board level leadership in creating an 'employer of choice' working environment;
- 7.1.11. Oversee and influence key relationship with educational partners to maximise the benefit of these relationships to the Trust;
- 7.1.12. Maintaining oversight of the business of the Workforce Steering Group and its associated committee sub-structure (including the Medical Workforce Steering Group and Nursing Workforce Steering Group) through the receipt of regular update reports;
- 7.1.13. Receive regular reports from the Joint Consultation and Negotiation Committee for information; and
- 7.1.14. Other HR related activity as requested by the Board.

7.2. **IM&T**

- 7.2.1. Provide assurance to the Board on the Informatics Digital Change programme;
- 7.2.2. Provide assurance that Informatics are working in partnership with our clinical teams to ensure that the organisation is ready for changes associated with the Trust's Digital Change programme;
- 7.2.3. Provide assurance that Informatics have a direct working partnership with the People and Transformation team that ensures the recruitment of our future workforce reflects the needs of a digitally skilled and engaged organisation;
- 7.2.4. Provide assurance that the Digital Change programme has delivered benefits and learning has been built into future projects
- 7.2.5. To provide information on Service Delivery trends and their correlation with the workforce;
- 7.2.6. To provide information on Cyber Security developments to assure the Board that the organisation is protected from future threats.

7.3. **Risk**

- 7.3.1. Receive the People and Transformation Risk Register the IM&T Risk Register and the Health and Safety Risk Register to review assurance on risk mitigation and controls including any gaps in control;
- 7.3.2. Receive relevant risks from the Board Assurance Framework (namely those relating to People and Transformation, IM&T and Health and Safety) to review assurance on risk mitigation and controls including any gaps in control for the risks allocated to the Committee;
- 7.3.3. Assess any risks within the workforce, IM&T and Health and Safety portfolio brought to the attention of the Committee and identify those that are significant for escalating as appropriate.

7.4. Health & Safety

- 7.4.1. Provide assurance to the Board on Health & Safety compliance;
- 7.4.2. Provide assurance to the Board on the implementation of the Trust's Health and Safety Management Strategy;
- 7.4.3. Maintain oversight of the business of the Health & Safety Committee and its committee sub-structure through the receipt of regular update reports,

8. Reporting

- 8.1. Formal minutes of Committee meetings will be recorded.
- 8.2. Full minutes will be sent in confidence to all members of the Committee and shall be made available on request to NHS Improvement and the Trust's internal and external auditors.
- 8.3. The Committee shall report to the Trust Board on its proceedings after each meeting to provide assurance and to escalate issues as appropriate.
- 8.4. The Committee will provide an annual report to the Board setting out how it has discharged its responsibilities as set out in these terms of reference.

9. Monitoring and Effectiveness

- 9.1. The Committee shall have access to sufficient resources to carry out its duties, including access to company secretarial assistance as required.
- 9.2. It shall be provided with appropriate and timely training, both in the form of an induction programme for new members and an on-going basis for all members.
- 9.3. It will review its own performance, at least annually, review its constitution and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Trust Board for approval.

10. Administrative Support

- 10.1. Meetings will be supported by the Director of Corporate Governance/Trust Secretary's office, whose duties in this respect will include:
 - Agreement of agendas with the Chair and Members;
 - Collation and distribution of papers;
 - Minute taking;
 - Keeping a record of matters arising and issues to be carried forward within an action log;
 - Advising the Committee on pertinent issues/areas;
 - Provision of a highlight report of the key business undertaken to the Trust Board following each meeting.