

Workforce Committee Terms of Reference

Purpose - The Trust Board has approved the establishment of the Workforce Committee (known as “the Committee” in these terms of reference) for the purpose of

- a) providing strategic direction and board assurance in relation to all workforce matters.
- b) making recommendations, as appropriate, on workforce matters to the Trust Board.
- c) determining those matters delegated to the Committee in accordance with the Scheme of Delegation and Standing Financial Instructions
- d) assessing and identifying risk within the Workforce and Organisational Development portfolio and escalating this as appropriate

Date Adopted

27 April 2017

Review Frequency

Bi-Annual

Core Accountabilities

Terms of reference drafting	Trust Secretary
Review and approval	Workforce Committee
Adoption and ratification	Trust Board

1. Authority

- 1.1. The Trust Board hereby resolves to establish a committee of the Board to be known as the Workforce 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.
- 1.3. 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 such outsiders with relevant experience and expertise that it considers necessary.
- 1.4. The Committee is authorised by the Board to make decisions within its terms of reference, including matters specifically referred to it by the Board.

2. Membership

- 2.1. A Non-Executive Director, appointed by the Board, will chair the meetings of the Committee.
- 2.2. The core membership of the Committee will include:
 - 2 x Non-Executive Director (Committee Chairman and Deputy Chair)
 - Director of People and Transformation
 - Director of Nursing
 - Director of Facilities
 - Director of Operations
 - Chairman of JCNC Staff Side

- Non Trade Union Staff Representative
- 2.3. Deputies may attend with the permission of the Committee Chairman.

3. Quorum

- 3.1. Quorum will be achieved through the presence of three members of the Committee. Quorum must include a Non-Executive Director, the Director of People and Transformation and at least one other Executive Director.
- 3.2. Deputies do not count towards the determination of whether a quorum is present.

4. Attendance

- 4.1. On invitation from the Chairman of the Committee, meetings may be attended by any other person who has been invited to attend the meeting by the Committee Chairman.
- 4.2. Members are expected to attend at least five meetings per year. Deputies do not count towards the attendance target.

5. Roles and responsibilities

- 5.1. The primary role and function of the Committee is as follows:
- Developing and advising the Board on a workforce strategy taking into account relevant best practice and alignment with strategic objectives for the Trust
 - Reviewing the senior leadership succession and development plans
 - Maintaining oversight of the Trust's Human Resources function
 - Monitoring the development of the future workforce, through

a 'fit for purpose' workforce plan

- Monitoring an agreed set of HR related Key Performance Indicators
- Ensuring that feedback from staff surveys are appropriately analysed, improvement actions taken where necessary to drive employee engagement and desired organisational culture
- Maintaining oversight of the Trust's employment related diversity agenda
- 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 TDA workforce standards.
- Overseeing the development and implementation of initiatives to maintain the organisation as a major Teaching Hospital
- Providing Board level leadership in creating an 'employer of choice' working environment
- Oversee and influence key relationship with educational partners to maximise the benefit of these relationships to the Trust.
- Other HR related activity as requested by the Board

6. Conduct of business

- 6.1. The Secretary to the Board will provide the administrative support to the Committee and will be the secretary to the Committee. The Secretary will:
- provide timely notice of meetings
 - forward agendas and supporting documents to members and attendees in advance of the meetings
- 6.2. In exceptional circumstances, the Chairman of the Committee may make other arrangements for secretarial support in instances where the confidentiality of information and discussion dictates.
- 6.3. The Trust Secretary will provide professional oversight to

the support to the Committee.

7. Frequency

- 7.1. The Committee shall meet six times per year. Further meetings can be called at the request of the Committee Chairman or on the advice of the Director of People and Transformation.

8. Notice of meetings

- 8.1. The annual meetings of the Committee will be set in advance as part of the planning of the Trust Board and Committee meetings annual calendar.
- 8.2. An agenda of items to be discussed 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. Supporting papers will be sent to Committee members and to other attendees as appropriate, at the same time.
- 8.3. In normal circumstances, a minimum notice period of two weeks must be given for any other meetings of the Committee. Emergency meetings can be arranged, at shorter notice, if this is approved and evidenced as such by the majority of the members of the Committee.

9. Decisions of the Committee

- 9.1. 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 stated earlier.

10. Reporting

- 10.1. Formal minutes of Committee meetings will be recorded.
- 10.2. Full minutes of the Committee will be sent in confidence to all members of the Committee, regardless of whether they attended. These shall also be made available, on request, to the NHS Improvement and the Trust's internal and external auditors.
- 10.3. The Trust Secretary will prepare a report of the decisions of the Committee which will be presented to the Trust Board following each meeting. The report will address the main items discussed and decisions made by the Committee. The report will confirm that the Committee has discharged its responsibilities, as set out in these terms of reference. The report will not include specific detail relating to individuals or the deliberations of the Committee.

11. Review

- 11.1. The Committee will review these terms of reference bi-annually.
- 11.2. This Committee will also undertake an annual self-assessment of its effectiveness in discharging its responsibilities as set out and in delivering against the needs of the Trust.
- 11.3. Its conclusions and recommendations for change will be reported for approval to the Board.