

WORKFORCE COMMITTEE

TERMS OF REFERENCE

Status:	Committee of the Trust Board
Chair:	Non-Executive Director
Clerk:	Executive Assistant to Director of Workforce
Frequency of Meetings:	At least 5 times per year
Quorum:	Two Non Executive Directors and two Executive Directors.

1 Constitution

1.1 The Trust Board (the Board) hereby resolves to establish a Committee of the Board to be known as the Workforce Committee. The Committee is a Non Executive Committee and has no executive powers, other than those specifically delegated in these Terms of Reference. The Terms of Reference can only be amended with the approval of the Trust Board.

- 1.2 The Committee is authorised by the Board to investigate any activities within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to co-operate with any request made by the Committee. The Committee is authorised by the Board to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experiences and expertise if it considers this necessary.

2. Purpose

- 2.1 The purpose of the Committee is to provide the Board with assurance concerning all aspects of workforce, organisational development and learning development relating to the provision of care and services in support of getting the best clinical outcomes and experience for patients and staff.
- 2.2 To assure the Board through consultation with the Safety and Quality Committee that the structures, systems and processes are in place and functioning to support the workforce in the provision and delivery of high quality, safe patient care.
- 2.3 To assure the Board that, where there are workforce, organisational development or learning development risks and issues that may jeopardise the Trust's ability to deliver its objectives, that these are being managed in a controlled way through the Trust Leadership Executive Committee.

3. Membership

- 3.1 The Committee will be appointed by the Board and its membership shall consist of:
- Three Non-Executives Directors (one member is the Chair of the Committee)
 - Chief Executive

- Deputy Chief Executive
- Chief Nurse
- Medical Director
- Director of Workforce
- Chief Financial Officer
- Chair of Staff Side
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3.2 The Committee also benefits from the specialist support of the following people who do not however count against the quorum:

- Associate Medical Director for Education
- Associate Director of Human Resources Head of Organisational Development

3.3 All Non Executive Directors have a standing open invitation to attend any meetings of the Committee and to have access to the agenda and papers on request from the Committee Clerk or the Trust Secretary. They will not however count against the quorum.

4. Duties

4.1 The Committee will:

- Review the annual work programme of the workforce department and assure itself that it addresses all relevant workforce, organisational development and training development issues.
- Seek assurance that all workforce, organisational development and learning development activities set out in the annual work programme are being undertaken in line with agreed priorities, that they are contributing to the agreed Trust objectives and are in line with all national and local policies to ensure adequate evaluation and monitoring within the Trust and supports the Trust's ability to recruit, retain and develop its workforce adequately.
- Seek assurance that all relevant policies and procedures are in place that ensures the Trust is compliant with all national and local requirements and that the Trust is compliant with all aspects of current employment legislation and best practice. The Committee shall assure itself that the processes for monitoring, reviewing and ratification of policies is robust and fit for purpose.
- Assure itself that there is a risk register related workforce and organisational development issues and that appropriate systems and processes are in place so that proper and appropriate assessments are being undertaken to determine what should be on the risk register and that appropriate mitigations are in place. The Committee should assure itself that the items on the risk register are correctly documented on the Corporate Risk Register.
- Request and review reports and positive assurances from Executive Directors and Managers on the overall arrangement for workforce, organisational development and learning development.
- Consider reports from appropriate groups and committees referred to it from the Trust Leadership Executive Committee and ask the Trust Leadership Executive Committee to provide it with appropriate levels of assurance relating to any aspect of the terms of reference.

5. Required Attendance

- 5.1 Committee members will be required to attend a minimum of 70% of all meetings in a year.
- 5.2 The Committee may request attendance by relevant staff at any meeting.
- 5.3 Executive members unable to attend must send a deputy who is able to make decisions on their behalf. It should be noted that nominated deputies should be specifically identified and should not be different for each meeting of the Committee that they attend. The named Executive shall not routinely allocate attendance at the Committee to their nominated deputy. This should only happen as a result of planned or unforeseen absence by the named Executive.

6. Accountability and Reporting arrangements

- 6.1 The Committee shall be directly accountable to the Trust Board.
- 6.2 The Chair of the Committee shall prepare a summary report to the Board detailing items discussed, actions agreed and issues to be referred to the Board.
- 6.3 The minutes of Workforce Committee meetings shall be formally recorded and submitted to the Board.
- 6.4 The Committee shall refer to the Board any issues of concern it has with regard to any lack of assurance in respect of any aspect of workforce and organisational development.
- 6.5 The Committee will report to the Board annually on its work in support of the workforce, organisational development and learning development agenda and Trust objectives, specifically commenting on relevant aspects of the Board Assurance Framework and relevant regulatory frameworks.

7. Review and Monitoring

- 7.1 The committee will undertake and evidence an annual review of its performance against the agreed Board Subcommittee Assurance template (to be agreed) in order to evaluate its effectiveness, the fulfilment of its functions in connection with the terms of reference and achievement of duties. This report will be provided to the Trust Board.
- 7.2 Terms of Reference will be reviewed annually and approved by the Board.

Terms of Reference ratified by:

Date of Ratification:

Date of Review: