

Finance, Performance and Estates Workforce, Organisational Development and Transformation Committee Terms of Reference

1. Delegation of powers

The Workforce, Organisational Development and Transformation Committee is appointed by the Trust Board in line with the powers set out in the Trust Standing Orders.

The Workforce, Organisational Development and Transformation Committee holds only those powers as delegated in these Terms of Reference as determined by the Trust Board.

The Standing Orders and Standing Financial Instructions of the Trust, as far as they are applicable, shall apply to the Committee and any of its established groups.

2. Purpose of the Committee

The Workforce, Organisational Development and Transformation Committee exists to scrutinise the robustness of and provide assurance to the Trust Board that there is an effective system of governance and internal control across workforce, organisational development and Transformation that supports the United Lincolnshire Hospitals NHS Trust to deliver its strategic objectives and provide high quality care.

The relevant strategic objectives assigned to the Workforce, Organisational Development and Transformation Committee for 2018/19 are:

- Objective 3a A workforce that is fit for purpose, reflects our clinical strategy and is affordable
- Objective 3b A workforce that is engaged with what the Trust is seeking to achieve and its values
- and additionally the overarching oversight of organisational transformation

3. Duties and Responsibilities

The Workforce, Organisational Development and Transformation Committee will:

1. Be assured that there are robust processes in place for the effective management of Workforce, Organisational Development and Transformation
2. Scrutinise structures in place to support workforce, organisational development and transformation to be assured that the structures operate effectively and action is taken to address areas of concern.
3. Oversee and monitor delivery of the 2021 Strategy
4. Oversee and monitor delivery of the People Strategy
5. Oversee and monitor the implementation of the following 2021 enabling strategies:
 - Communications and Engagement Strategy
6. Review and monitor those risks on the Corporate Risk Register and high risk operational risks which relate to workforce, organisational development and transformation and ensure the Board is kept informed of significant risks and mitigation plans, in a timely manner.

7. Oversee and scrutinise the Trust's response to all relevant (as applicable to finance, performance and estates) Directives, Regulations, national standard, policies, reports, reviews and best practice as issued by the Department of Health, NHS Improvement and other regulatory bodies / external agencies to gain assurance that they are appropriately reviewed and actions are being undertaken and embedded.
8. Oversee and seek assurance on delivery of the Trust's Agency Reduction Plan
9. Receive assurance that the Trust has effective and transparent mechanisms in place to monitor workforce and organisational development performance.
10. To be assured that the views of staff are captured, understood and responded to.
11. Scrutinise the robustness of the arrangements for and assure compliance with the Trust's statutory responsibilities for equality and diversity.
12. Scrutinise the robustness of the arrangements for and assure compliance with the Trust's statutory responsibilities for staff health and wellbeing.
13. Scrutinise the robustness of the arrangements for and assure compliance with the Trust's statutory responsibilities for safe working for junior doctors.
14. Scrutinise the robustness of the arrangements for and assure compliance with the Trust's statutory responsibilities for freedom to speak up.
15. Have oversight of and approve the terms of reference and work programmes for the Equality, Diversity and Inclusion Group.

4. Membership

The members of Committee are:

- Non-Executive Director (Chair)
- Non-Executive Director (Deputy Chair)
- Non-Executive Director
- Director of Workforce and Organisation Development
- Chief Operating Officer
- Deputy Chief Executive
- Deputy Chief Nurse (Workforce)

The following roles will be routine attendees at the committee:

- Deputy Trust Secretary
- Deputy Director of HR and OD
- Assistant Director of Organisational Development

All Board members are able to attend meetings of the Committee but will be recorded as "in attendance".

No other person shall routinely attend the committee unless at the specific invitation of the Chair / Committee members to ensure the Committee has sufficient expertise to enable it to deal with its agenda.

5. Quorum

The Committee will be quorate when four of the membership are present if this includes one non-executive director and one executive director.

Where members are unable to attend they should ensure that a deputy is in attendance who is able to participate on their behalf.

6. Frequency

The Committee will meet bi- monthly.

7. Accountability and Reporting

The Committee shall be accountable to the Trust Board. The minutes of meetings shall be formally recorded. The Chair of the Committee shall report to the Board after each meeting and provide a report on assurances received, escalating any concerns where necessary.

The Committee will advise the Audit and Risk Committee on the adequacy of assurances available and contribute to the Annual Governance Statement.

8. Conduct of Business

The Committee will operate using a work plan to inform its core agenda. The agenda will be agreed with the Chair prior to the meeting.

Agendas and supporting papers will be circulated no later than 7 days in advance of meetings. Any items to be placed on the agenda are to be sent to the secretary no later than 8 working days in advance of the meeting. Items which miss the deadline for inclusion on the agenda may be added on receipt of permission from the Chair.

Minutes will be taken at all meetings, presented according to the corporate style, circulated to members within 7 days and ratified by agreement of members at the following meeting.

8. Review

The Terms of reference for the committee will be reviewed annually by the Committee and submitted to the Trust Board for approval.

The Committee will complete an annual review of its effectiveness and complete an annual report which it will submit to the Board.

The Committee will on an annual basis review and approve the terms of reference and work programmes of all of its reporting groups.

Reviewed and Approved by	Date
Workforce, OD and Transformation Committee	
Trust Board	

Next review of ToR Required	April 2019
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Workforce, Organisational Development and Transformation Committee

Chair - Non-Executive Director
Executive Lead – Director of HR and OD

Equality, Diversity and Inclusion Group
Chair – Chief Executive

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