

Workforce and Organisational Development Assurance Committee Terms of Reference

1. Strategic Statement

The Workforce and organisational Development Committee is accountable to the Trust Board. The Committee is responsible for providing assurances to the Trust Board on all aspects of workforce and organisational development supporting the provision of patient care. In particular ensuring the strategic objectives and trust ambitions are being delivered i.e.

- Ensure our services are clinically and financially sustainable
- Meet the expectations of our patients
- Develop and support our staff.

2. Constitution

The Workforce and Organisational Development Committee is a formal committee of the Board and holds only those executive powers as delegated in these Terms of Reference.

3. Relationships

The Committee is the primary Board committee for providing assurance and raising any concerns to the Trust board about delivery of workforce plans and the recruitment, retention and development of the Trust's workforce.

It is chaired by a Non-Executive Director of the Board.

Subject to such directions as may be given by the Trust Board, it may establish sub-committees as appropriate and determine the membership and terms of reference of such.

The Standing Orders and Standing Financial Instructions of the Trust, as far as they are applicable, shall apply to the Committee and its sub-committees. In which case the term "Chairman" is to be read as a reference to the Chairman of the committee as the context permits, and the term "member" is to be read as a reference to a member of the committee also as the context permits.

4. Membership

The membership of the committee shall comprise the following:

Voting Members

Non-Executive Director (Chair)

Non-Executive Director (Vice Chair)

Non-Executive Director

Director of Human Resources and Organisational Development

Director of Nursing

In attendance

Deputy Director of HR and OD

Assistant Director of Organisational Development

Assistant Director of HR – Lincoln Site

Assistant Director of HR - Boston Site

Assistant Director of HR – Grantham Site

Deputy Medical Director

Deputy Director of Operations (representing pan trust)

Assistant Director Clinical Improvement and Staff Engagement Lead

Communications representative

If a Non Executive Director is unable to attend a meeting, any other available Non Executive Director may attend as an alternate in their place and will have the quoracy and full voting rights of the Non Executive Director on the committee.

If any voting member is unable to attend a meeting, they are to designate another suitable officer to attend as an alternate in their place. These alternates to have the quoracy and voting rights of the member they are attending for.

5. Attendance

A quorum shall be two of the voting members, including the chair or vice chair of the committee and one Executive member. Members will be required to attend at least 60% of all scheduled meetings within each year.

6. Administration

The Trust Secretary will ensure appropriate support is afforded the Committee.

7. Frequency

The Committee will meet monthly.

8. Authority

The Committee shall be accountable to the Trust Board. The minutes of Workforce and Organisational Development Committee 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. It will also advise the Audit Committee on the adequacy of assurances available. It is authorised to seek clarification and further investigation as necessary.

9. Duties

The duties of the Committee will be as follows:

1. Provide assurance on the development and delivery of a workforce and organisational development strategy that supports the Trust plans.
2. Receive reports relating to the creation and delivery of workforce plans aligned to Trust strategies to provide assurance that the Trust has adequate staff with the necessary skills and competencies to meet the future needs of patients and service users.
3. Review the Trust's workforce performance indicators including sickness absence, training, appraisal, bank and agency usage and expenditure and monitor any necessary corrective plans and actions.
4. Ensure that legal and regulatory requirements relating to the workforce are met.
5. Ensure that the Trust is meeting its legal obligations in relation to equality and diversity.
6. Ensure that processes are in place to understand and improve staff health and wellbeing.
7. Monitor the progress of the Trust plans to improve staff engagement.
8. Provide assurance to the Board that there are mechanisms in place to allow staff to raise concerns and that these are dealt with in line with local policy (voicing your concerns policy) and national guidance.
9. Consider the control and mitigation of workforce related risks and provide assurance to the Board that such risks are being effectively controlled and managed.
10. Review and provide assurance on those elements of the Board Assurance Framework identified as the responsibility of the Committee seeking where necessary further action/assurance. The detail of this review should be upwardly reported to the Trust Board.

10. Terms of Reference

To be reviewed annually by the Committee and approved by the Board. Committee to undertake an annual appraisal and to produce an Annual Report, both of which to be presented to the Board.

Submitted in draft to Workforce and OD Committee 16 September 2015