

Solent NHS Trust Workforce and Organisational Development Committee

TERMS OF REFERENCE

1 Constitution

- 1.1 The Workforce and Organisational Development (WOD) Committee is a formal committee of the Board and has no executive powers, other than those specifically delegated in these Terms of Reference. The Workforce Committee is accountable to the Trust Board.

2 Purpose

- 2.1 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 and the NHS people plan. In particular, ensuring the strategic objectives and trust ambitions are being delivered.

3 Duties

- 3.1 The Committee is the primary Board committee for providing assurance and raising any concerns to the Trust Board about delivery of the People & Organisational Development strategy, Communications Strategy, Workforce Plans and the recruitment, retention, deployment and development of the Trust's workforce.

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

- 3.2 The duties of the Committee will be to provide the Trust Board with an independent and objective review of, and assurances in relation to:

- Workforce & OD risks recorded on the Board Assurance Framework
- The development and delivery of a people and organisational development strategy that supports the Trust plans and ensures an appropriate culture is in place.
- The creation and delivery of workforce plans aligned to Trust strategies and financial envelope to provide assurance that the Trust has adequate staff with the necessary skills and competencies to meet the current and future needs of patients and service users. We have the right people, in the right job, with the right skills, at the right place, in the right time and for the right cost (the 6Rs).
- The effectiveness of the Trust Communication strategy and workplans.
- The Trust's workforce performance and sustainability indicators, including but not limited to, sickness absence, training, appraisal, employee relations, people practices and bank and agency usage and expenditure and monitor any necessary corrective plans and actions.
- Effectiveness of recruitment and retention processes to ensure that the Trust has the people to deliver its strategy.
- Meeting legal and regulatory requirements in relation to the workforce, to include Diversity & Inclusion such as WRES, WDES and Gender Pay Gap.
- Effectiveness of arrangements to understand and improve health and wellbeing.

- The effective identification and mitigation of workforce and organisational development risks within the supporting infrastructure of the Board Assurance Framework and Risk Register.
- Employee engagement and experience, reviewing staff surveys (national & local) and delivery plans to achieve a highly motivated and engaged workforce.
- The effectiveness of learning, development, training and education of the workforce in all professions.
- National reports and best practice relating to workforce and organisational development.
- Receive assurance on the HR aspects of any external/internal compliance reviews that have raised concerns at Board and/or Executive Team.
- Development of effective and compassionate people practices and just culture.

The Committee will be supported in executing its responsibilities through the People and OD Group which will be supported by delivery forums.

4 Membership

4.1 The membership of the committee shall comprise the following:

Members

Non-Executive Director (Chair)
 2 Non-Executive Directors
 Chief People Officer (Lead Executive)
 Chief Nurse
 One Chief Operating Officer
 Chief Executive Officer
 Director of Strategy and Partnerships

In attendance

Deputy Chief Executive Officer
 and Chief Finance Officer
 Strategic Transformation
 Director and Director of Estates
 Associate Directors/Heads of
 People & OD
 Service/Corporate reps as
 required

4.2 If any member is unable to attend a meeting, they are to designate another suitable officer to attend as an alternate in their place. Members are expected to attend at least 75% of meetings annually. An annual register of attendance of members will be published by the Committee.

4.3 Other organisational managers and colleagues invited to attend meetings for specific agenda items or when issues relevant to their area of responsibility are to be discussed.

5 Chair

5.1 The Committee will be chaired by a Non-Executive Director. In the absence of the Chair, another NED colleague will be nominated.

6 Secretary

6.1 The administration of the meeting shall be supported by the PA to the Acting Chief People Officer or alternative member of Business Support who will arrange to take minutes of the meeting and provide appropriate support to the Chair and committee members.

6.2 The agenda and any working papers shall be circulated to members five working days before the date of the meeting.

7 Quorum

7.1 A quorum shall be two of the voting non exec members and two other members.

8 Frequency

8.1 The Committee will meet bi-monthly.

9 Notice of meetings

9.1 Meetings shall be summoned by the secretary of the Committee at the request of the Chair.

10 Minutes of meetings

10.1 The minutes of Committee meetings shall be formally recorded and will be shared with the members following agreement by the Chair.

11 Authority

11.1 The Committee shall be accountable to the Trust Board. The committee is authorised to:

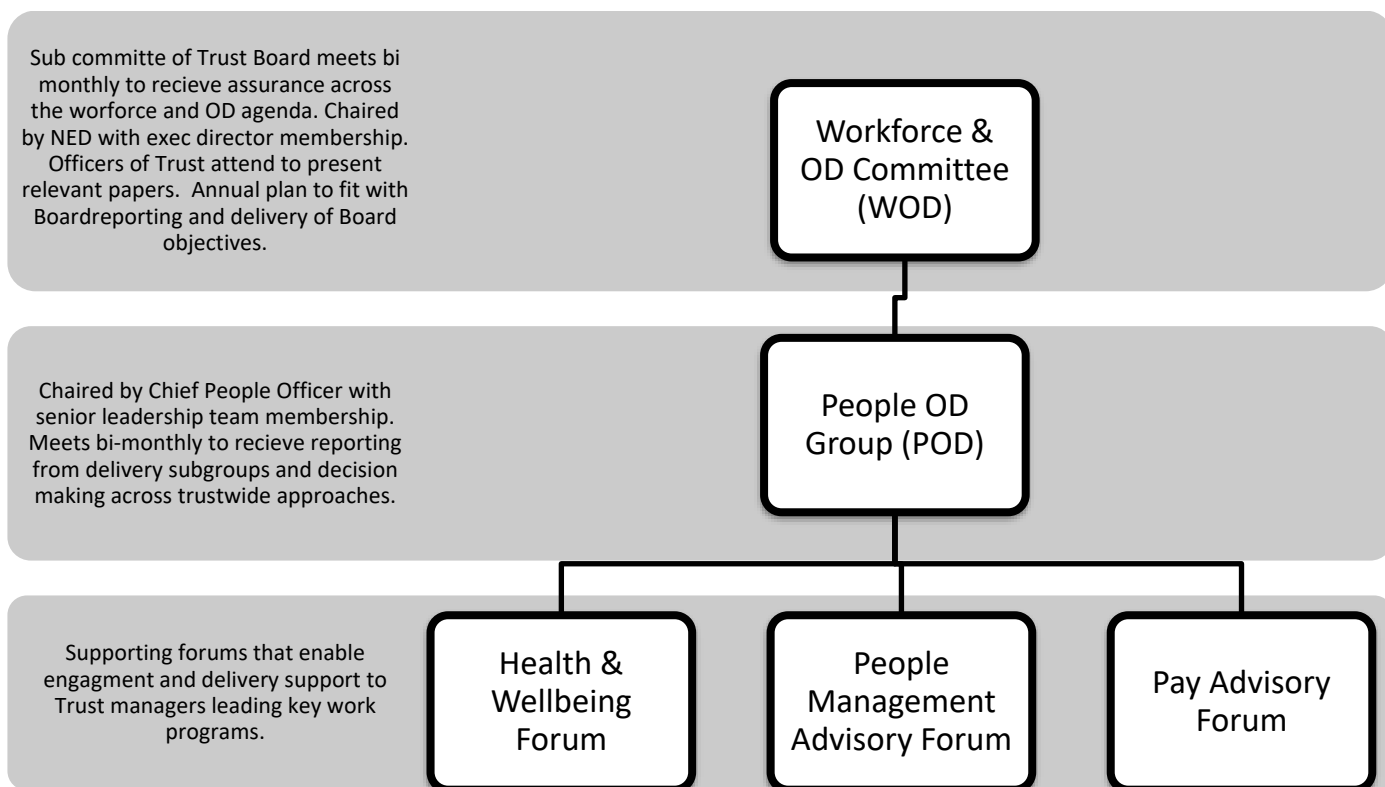
- To seek any information, it requires from any employee of the Trust in order to perform its duties
- To call any employee to attend a meeting as and when required
- Seek external expertise where required

12 Reporting

12.1 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.

12.2 The Committee will review effectiveness annually as well as preparing an annual report and future work plan for the Board that will demonstrate the Committee's discharge of its duties. This report should be produced as required according to the Board's Annual Work Plan.

Appendix 1 – Committee Structure



Version	8
Agreed at	WOD Date: 21 Jan 2021 (amendments made via Chairs approval- June 2021)
Date of Next Review	Date: Jan 2022