

**TERMS OF REFERENCE**

<p><b>Name of Committee &amp; Workplan Ref No.</b></p>	<p><b>PEOPLE, CULTURE AND IMPROVEMENT COMMITTEE</b></p>
<p><b>Constitution</b></p>	<p>The Board of Directors hereby resolves to establish a Committee of the Board to be known as the People, Organisational Development and Culture Committee.</p>
<p><b>Membership</b></p>	<p>Three Non-Executive Directors one of whom shall be nominated as Chair and one as Vice Chair. The Chair of the Committee shall be appointed by the Board of Directors.</p> <ul style="list-style-type: none"> <li>• Director of People</li> <li>• Director of Culture &amp; Improvement</li> <li>• Medical Director</li> <li>• Chief Nurse</li> </ul> <p>Where a member is unable to attend, a nominated deputy should be provided.</p>
<p><b>Attendance at Meetings</b></p>	<p>The following will be in attendance at the Committee:-</p> <ul style="list-style-type: none"> <li>• Deputy Director of Training, Education, Development</li> <li>• Deputy Director of People</li> <li>• Director of Communications</li> <li>• Head of Medical Workforce</li> <li>• Head of Corporate Nursing</li> <li>• Community Involvement Manager</li> <li>• Head of Resourcing</li> <li>• Associate Director of Service Improvement</li> <li>• Head of Workforce Information</li> <li>• Associate Director of Transformation</li> <li>• Head of Operational HR</li> <li>• Equality, Diversity &amp; Inclusion Lead</li> <li>• Workforce Analytics Manager</li> </ul> <p>The Committee shall determine other operational attendees.</p> <p>Other Board members shall attend if invited by the Committee.</p>
<p><b>Role</b></p> <p>PODCWP 9 PODCWP 10 PODCWP 13 PODCWP 14 PODCWP 15 PODCWP 16 PODCWP 17 PODCWP 18 PODCWP 19 PODCWP 30</p>	<p>The People, Organisational Development and Culture Committee's principal purpose is to provide scrutiny and assurance of the development, delivery and impact of the Trusts workforce strategy and plan.</p> <p>In particular, the Committee will provide assurance concerning organisational development activity undertaken to promote and embed an effective organisational culture.</p>
<p><b>Duties</b></p> <p>PODCWP 7</p>	<p>The Committee shall:-</p> <ul style="list-style-type: none"> <li>• Review the BAF risks associated with workforce and culture and provide assurance to the Board that those risks are being effectively mitigated or managed in a controlled way.</li> </ul>



<b>Minutes Circulated To</b>	The Corporate Secretariat shall circulate minutes of meetings of the Committee to all members within five days of the meeting.
<b>Date Approved</b>	<del>27th April 2024</del> <u>TBC</u>
<b>Process For Monitoring The Effectiveness Of The Above</b>	The Committee will undertake an annual review of its performance against its Terms of Reference and work plan in order to evaluate the achievement of its duties. This review will be presented to the Board in the form of the Committee's annual report.