

SHERWOOD FOREST HOSPITALS NHS FOUNDATION TRUST

TERMS OF REFERENCE

ORGANISATIONAL DEVELOPMENT AND WORKFORCE COMMITTEE

1 PRINCIPAL PURPOSE

The purpose of the Committee is provide the Board with assurance concerning all aspects of strategic and operational workforce and organisational development relating to the provision of care and services in support of getting the best clinical outcomes and experience for patients and staff.

To assure the Board through consultation with the 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.

To assure the Board that, where there are workforce or organisational 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 Executive Team and Trust Management Board.

In fulfilling its obligations the Committee will be mindful of the need to improve the diversity of the workforce so that it better reflects the populations which the Trust serves.

2 TERMS OF REFERENCE

NAME OF GROUP:	Organisational Development and Workforce Committee
CONSTITUTION:	The Board of Directors hereby resolves to establish a committee of the Board of Directors to be known as the Organisational Development and Workforce Committee.
COMPOSITION: - MEMBERSHIP:	The Committee shall be appointed by the Board of Directors from amongst the Non-Executive directors of the Trust and shall consist of not less than two members one of whom shall be nominated Chair and the other whom shall be nominated vice chair. The Chairman of the Committee shall be appointed by the Board of Directors.
ATTENDANCE AT MEETINGS:	The following Executive Directors will attend Executive Director of Human Resources and Organisational Development Medical Director Director of Nursing Director of Quality and Governance

	<p>The Chairman of the Board of Directors, the Chief Executive and other Board members shall attend if invited by the Committee.</p> <p>The Committee shall determine operational attendees</p>
<p>RESPONSIBILITIES:</p>	<p>The duties and responsibilities of the Committee shall be:</p> <p><u>Workforce Planning</u> The Committee shall review:-</p> <ul style="list-style-type: none"> • Workforce planning and talent management • Safe staffing • Workforce deployment and utilisation • Recruitment • Retention • Rotas, Rostering and Allocate • Medical job planning <p><u>Staff Engagement</u> The Committee shall ensure that there are effective arrangements for:-</p> <ul style="list-style-type: none"> • Internal communications • Listening and responding to staff feedback including • Staff Opinion Survey, Staff Friends and Family test • Raising concerns • Quality for All <p><u>Staff Training Education and Development</u> The Committee shall ensure that there are effective arrangements for:-</p> <ul style="list-style-type: none"> • Mandatory and statutory training • Post and Under graduate medical education and HEEM • Leadership, management and organisational development • Wider workforce development • Management of Principal Risk 5. <p><u>Staff Wellbeing</u> The Committee shall ensure that there are effective arrangements for:-</p> <ul style="list-style-type: none"> • Occupational Health • Health and safety • Staff counselling • Pay and benefits • Health and wellbeing • Fire and security

	<p><u>Employee Relations</u> The Committee shall ensure that there are effective arrangements for:-</p> <ul style="list-style-type: none"> • Joint consultation and negotiations • Equality and Diversity • Grievance and discipline • Absence management • Workforce Change • Capability Management <p><u>HR and OD Systems and Processes</u> The Committee shall review and challenge HR systems and processes necessary to maintain effective Governance, including:-</p> <ul style="list-style-type: none"> • Compliance with HR and OD policy and procedural requirements • Fit and Proper persons Test • Sickness absence reporting • Mandatory training reporting • Appraisal compliance <p><u>Other Matters</u> The Committee will also carry out any other functions necessary to fulfil its obligations to the Board</p>
SERVICED BY:	<p>The HR Department whose duties will include;</p> <ul style="list-style-type: none"> • Agreement of agenda with Chairman. • Advising the Committee on pertinent areas and ensure it is fully informed of activities in its sub committees. • Ensuring minutes and collation/distribution of papers are undertaken by the Departmental Secretariat.
FREQUENCY OF MEETINGS:	<p>Meetings shall be held not less than 6 times a year and where appropriate should coincide with key dates in the Trust's financial reporting cycle.</p>
REQUIRED ATTENDANCE:	<p>Members should attend the majority of meetings (4/6).</p>
QUORUM:	<p>One Non-Executive member one of whom must be the Committee Chair or the Vice Chair and 2 Executive Directors</p>
REPORTING PROCEDURES:	<p>The Committee Chair shall draw to the attention of the Board of Directors any issues that require disclosure to the full Board of Directors, or require executive action.</p>

	<p>The Committee will report to the Board of Directors at least bi-annually via the submission of both the Board Assurance Framework document and the Board Assurance Statement.</p> <p>The Committee's duties and activities during the year shall be disclosed in the Organisational Development and Workforce Committee Annual Report.</p> <p>The Chairman of the Committee shall attend the Trust Annual General Meeting and shall answer questions through the Chairman of the Board of Directors, on the Committee's activities and their responsibilities.</p>
MINUTES CIRCULATED TO:	The HR Department shall circulate minutes of meetings of the Committee to all members and to all members of the Board of Directors.
REVIEW DATE:	<p>January 2017</p> <p>Annual Review thereafter (unless earlier requirement).</p>
DATE APPROVED:	October 2015
PROCESS FOR MONITORING THE EFFECTIVENESS OF THE ABOVE:	<p>The Committee shall conduct an annual review of its work and these terms of reference and make recommendations to the Board of Directors as necessary.</p> <p>Its effectiveness will be reviewed using a Committee Effectiveness Audit Tool.</p>