

SHEFFIELD TEACHING HOSPITALS NHS FOUNDATION TRUST**HR & OD COMMITTEE ANNUAL REPORT 2017/18****1. Introduction**

- 1.1 The purpose of this report is to formally report on the work of the HR & OD Committee during 2017/18 and to indicate the 2018/19 work plan for the relevant areas.
- 1.2 The Committee has met on a monthly basis throughout the year and has provided minutes for Board of Director consideration on a timely basis.

2. Work Undertaken in 2017/18

- 2.1 The Committee has ensured that it has given the required focus to the Human Resource and Organisational Development agenda. Reviewing the Committee's terms of reference to ensure appropriate membership and duties/responsibilities of the Committee.
- 2.2 The bulk of the Committee's work reflected the routine consideration of monthly reports on the following issues:
- Workforce numbers and costs.
 - Bank and Agency staffing costs and proposed actions to control.
 - Staff sickness rates and proposed actions.
 - Staff appraisal performance.
 - Mandatory Training performance and action plans.
 - Recruitment KPIs.
 - Other key workforce KPIs, e.g. turnover rates, diversity profile, etc.
- 2.3 However, the Committee also considered other issues on a less routine basis including:
- Staff Survey
 - Staff Engagement Action Plan
 - Our People Strategy
 - Workforce Race Equality Standards and Proposed Actions
 - Guardian of Safe Working Quarterly and Annual Reports
 - Employee Psychological Support Services
 - Staff Physiotherapy Service
 - Workforce Profiling
 - Graduate Management Programme
 - Apprenticeship Levy
 - Gender Pay Gap
 - Reverse Mentoring
 - Retention Reporting
 - Succession Planning
 - Integrated Risk & Assurance Report
 - Doctors in Training
 - Flu Uptake

- 2.4 The Committee undertook its role by receiving and questioning papers and presentations; discussion of key issues; seeking of assurance; making suggestions and recommendations where appropriate; and drawing significant issues to the attention of the Board of Directors.
- 2.5 At every meeting the Committee reviewed the Integrated Risk and Assurance Report (IRAR) for risks associated with the work of the Committee. The Committee then reported any risks and assurances to delivery of the Trust's objectives relating to HR and OD to the Audit Committee or Board.

3. 2017/18 Attendance at HR & OD Committee Meetings

Member	Meetings Attended (between May '17- Mar '18)	Deputy attended
Tony Buckham, Non-Executive Director	9/10	
Andrew Cash, Chief Executive	5/10	1/10
Hilary Chapman, Chief Nurse	10/10	
Andrew Gibson, Deputy Medical Director	8/10	1/10
Mark Gwilliam, Director of HR & Staff Development	9/10	1/10
Rebecca Joyce, Service Improvement Director	5/6	
Dawn Moore, Non-Executive Director (Chair)	7/10	
Tony Pedder, Chairman (Vice Chair)	8/10	
Julie Phelan, Communications & Marketing Director	8/10	
Martin Temple, Non-Executive Director	9/10	
Paula Ward, Organisational Development Director	2/2	

4. Work Plan for 2018/19

The 2018/19 Work Plan is detailed in Appendix B.

5. Terms of Reference

The Terms of Reference for the Human Resources & Organisational Development Committee are attached for reference.

6. Conclusion

The HR & OD Committee has provided an important role in the governance of the Trust and will have a key role in ensuring continued good performance in operational delivery and workforce management.

Dawn Moore
Chair
April 2018

TERMS OF REFERENCE**HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT COMMITTEE****1. PURPOSE**

To provide assurance to the Board that the Human Resource and Organisational Development strategy supports the corporate aims of the Trust and that the strategy is being implemented with appropriate results.

The Human Resources and Organisational Development Committee is a formal committee established by the Board of Directors. The committee is a non-executive committee and has no executive powers other than those specifically delegated in these terms of reference.

2. DUTIES/RESPONSIBILITIES

On behalf of the Board of Directors the Committee will:

- ❖ Take a strategic overview of Human Resource and Organisational Development practice within the Trust with particular reference to the aim of employing caring and cared for staff of the Trusts' corporate strategy.
- ❖ Review and monitor progress against the NHS National Staff Survey with a particular focus on Staff Engagement and Health and Wellbeing.
- ❖ Provide assurance to the Board of the effective use of its Human Resource through workforce planning and re-design strategies, succession planning and the monitoring of pay costs (including agency spend/usage).
- ❖ Review and monitor workforce information, identify and monitor any management interventions / actions that may be required.
- ❖ Provide assurance to the Board that the Human Resource policies are fit for purpose and support the Trusts' corporate aims and objectives.
- ❖ Commission and monitor specific pieces of work which the Human Resource and Organisational Development Committee deem necessary in order to provide assurance to the Board.
- ❖ Approve, monitor and support Human Resources and Organisational Development matters in relation to external partners including partnership development, e.g. the Working Together Vanguard Partnership.
- ❖ Review the Integrated Risk and Assurance Report (IRAR) for risks associated with the work of the Committee and report any risks and assurances to the Audit Committee or Board.
- ❖ Ensuring the Trust has effective systems in place for raising concerns at work

3. ACCOUNTABLE TO

Board of Directors

4. REPORTS TO AND METHOD (INCLUDING MINUTES CIRCULATION)

The minutes of the meetings of the Human Resources and Organisational Development meeting will be formally recorded and submitted to the Board of Directors.

Circulation to members of the Human Resources and Organisational Development meeting and Board of Directors.

5. MEMBERSHIP - NAME/DESIGNATION/CHAIR OR DEPUTY

➤ Members

NAME	DESIGNATION	CHAIR/DEPUTY
Tony Buckham	Non-Executive Director	
Sir Andrew Cash	Chief Executive Officer	
Prof Hilary Chapman	Chief Nurse	
Dr Andrew Gibson	Deputy Medical Director	
Mark Gwilliam	Director of Human Resources & Staff Development	
Dawn Moore	Non-Executive Director	Chair
Tony Pedder	Chairman	Deputy
Julie Phelan	Communications & Marketing Director	
Martin Temple	Non-Executive Director	
Paula Ward	Organisational Development Director	

Members of the Human Resources and Organisational Development Committee should ensure that an appropriate deputy attends the meeting on their behalf if they are unable to attend in person.

➤ Serviced by

NAME	DESIGNATION
Miss J Spotswood	PA to the Director of Human Resources & Staff Development

➤ Lead Officer (If applicable)

NAME	DESIGNATION
Mr M Gwilliam	Director of Human Resources & Staff Development

6. QUORUM

Four members, which consist of at least one Non-Executive Director and one Executive Director.

7. MEETING FREQUENCY (MINIMUM IF APPLICABLE)

7.1 The Human Resources and Organisational Development Committee will meet monthly, with the exception of August where there is no meeting during that month. The Committee may have additional ad hoc meetings as required when certain key issues necessitate.

7.2 The routine meetings will normally take place on the Monday (morning) of the week before the monthly Board of Directors meeting.

8. DATE TERMS OF REFERENCE WERE APPROVED

May 2018.

9. **REVIEW DATE**

May 2019

10. **PROCESS FOR REVIEWING EFFECTIVENESS**

The effectiveness of the meeting will be monitored on an annual basis via the following:

- Review of the Terms of Reference
- Review of attendance rate of members
- Production of an Annual Report and Work Plan.

April 2018

HR & OD COMMITTEE – 2018/19 WORK PLAN

ITEM	ACTION LEAD	HR & OD COMMITTEE											
		QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
ANNUAL													
Raw Data - STH Survey Results	MG											x	
Benchmark Staff Survey Results	MG												x
Staff Engagement Action Plan	MG			x									
Board Annual Medical Appraisal Report	AG						x						
Review Terms of Reference/Work Plan - HR & OD Committee (As part of Annual Report)	MG	x											
HR & OD Annual Report	MG		x										
Agency Annual Report	MG				x								
Annual Report - EPS	MG/JLA	x											
WRES Update	MG										x		
Annual Report - Raising Concerns at Work Grievance & Acceptable Behaviour at Work	MG		x										
Update on Occupational Therapists	MG											x	
Update on Staff Physiotherapy Service	MG							x					
Next Year Meeting Dates	MG						x						
PERIODIC													
Guardian of Safe Working Hours	GV		x										x
Integrated Risk and Assurance Report	MG		x	x									x
Flu Uptake Update	MG								x	x	x	x	x
Update on EPSS	MG/JLA			x							x		
Graduate Management Programme Update	JT					x					x		
Raising Concerns at Work Grievance & Acceptable Behaviour at Work	MG											x	
Doctors in Training Update	JL			x									x

NO MEETING IN AUGUST

STANDING ITEMS												
Apologies	DM	x	x	x	x	x	x	x	x	x	x	x
Declarations of Interest	DM	x	x	x	x	x	x	x	x	x	x	x
Minutes of Previous Meeting	DM	x	x	x	x	x	x	x	x	x	x	x
Update on Nursing Workforce	HAC	x	x	x	x	x	x	x	x	x	x	x
Medical Appraisal Update	AG	x	x	x	x	x	x	x	x	x	x	x
Our People Strategy	MG/PW		x			x	x	x	x	x	x	x
Managing Attendance Update	MG	x	x	x	x	x	x	x	x	x	x	x
HR KPI Report	MG	x	x	x	x	x	x	x	x	x	x	x
IR35 Update	MG	x	x	x	x	x	x	x	x	x	x	x
Agency Report	MG	x	x	x	x	x	x	x	x	x	x	x
Items to Note	DM	x	x	x	x	x	x	x	x	x	x	x
Items to be Highlighted to the Board of Directors	DM	x	x	x	x	x	x	x	x	x	x	x
Date of Next Meeting	MG	x	x	x	x	x	x	x	x	x	x	x