



## **TERMS OF REFERENCE**

### **HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT COMMITTEE**

#### **1. PURPOSE**

- 1.1 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.
- 1.2 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:

- 2.1 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.
- 2.2 Provide assurance that the Trusts' People Strategy is aligned to the national workforce agenda reflecting the NHS People Strategy.
- 2.3 Review and monitor progress against the NHS National Staff Survey with a particular focus on Staff Engagement and Health and Wellbeing.
- 2.4 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).
- 2.5 Review and monitor workforce information, identify and monitor any management interventions / actions that may be required.
- 2.6 Provide assurance to the Board that the Human Resource policies are fit for purpose and support the Trusts' corporate aims and objectives.
- 2.7 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.
- 2.8 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.

2.9 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.

2.10 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

<b>NAME</b>	<b>DESIGNATION</b>	<b>CHAIR/DEPUTY</b>
Tony Buckham	Non-Executive Director	Chair
Kirsten Major	Chief Executive Officer	
Chris Morley	Chief Nurse	
Sarah Jenkins	Deputy Medical Director	
Mark Gwilliam	Director of Human Resources & Staff Development	
Julie Phelan	Communications & Marketing Director	
Maggie Porteous	Non-Executive Director	
Martin Temple	Non-Executive Director	Deputy Chair
Paula Ward	Organisational Development Director	
Shiella Wright	Non-Executive 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.

➤ Standing invitation

<b>NAME</b>	<b>DESIGNATION</b>
Annette Laban	Trust Chair

➤ Serviced by

<b>DESIGNATION</b>
PA to the Director of Human Resources & Staff Development

➤ Lead Officer (If applicable)

<b>NAME</b>	<b>DESIGNATION</b>
Mark Gwilliam	Director of Human Resources & Staff Development

**6. QUORUM**

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

At the discretion of the Chair, business may be transacted through a teleconference or videoconference provided that all Board members present are able to hear all other parties and where an Agenda has been issued in advance. Participation in a meeting via electronic means shall constitute presence in person at the meeting.

**7. MEETING FREQUENCY AND PROCEDURES (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) 2 weeks before the monthly Board of Directors meeting.

**8. DATE TERMS OF REFERENCE APPROVED**

April 2021

**9. REVIEW DATE**

May 2022

**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

**11. REPORTING STRUCTURE**

People Strategy Programme Board