

**WORKFORCE COMMITTEE
Terms of Reference & Governance Structure**

High-Level Priorities Plan	✓
Detailed Action Plans	✓
Operational Issues	✓
Resource Management	✓
Policy	✓

Terms of Reference

The purpose of the Workforce Committee is to ensure that the Trust attracts and retains a high performing workforce capable of delivering the Trust operational and clinical strategies.

The Committee will:

1. Ensure sustainability and affordability of workforce supply on a short, medium and long term basis including workforce planning, development, redesign, recruitment and retention.
2. Ensure an effective and equitable reward package positively impacts performance (including consideration of pay issues).
3. Ensure strategic education issues and external relationships which impact on supply and engagement are included in Trust planning.
4. Improve employee engagement and ensure appropriate mechanisms for the employee voice are adopted from Ward to Board, including a focus on equality and diversity, and staff health and wellbeing issues across the Trust, ensuring progress against agreed Trust objectives.
5. Agree the Trust Workforce Strategy and establish, monitor and report to the Trust Board on an annual programme of work to implement the strategy.
6. Identify risks associated with workforce issues ensuring ownership with mitigating actions, escalating to Trust Board as required.

Membership & Responsibilities

Chair:

- Tracey Barber, Non-Executive Director

Vice Chair:

- Keith Norton, Non-Executive Director

Members:

- Dave Smith, Director of HR and OD
- Maggie Arnold, Director of Nursing
- Sean Elyan, Medical Director
- Eve Russell, Associate Director of HR
- Sarah Stansfield, Director of Operational Finance

Governor representative: (1 staff and 1 Patient or Public)

- Carol McIndoe
- TBA

Officer:

- Trust Secretary

Support:

- PMO

Quorum:

- One NED and at least 3 other members

Reporting Line:

Trust Board

Sub-Committees:

- Recruitment Strategy Group
- Sustainable Workforce Group
- Temporary Staffing Taskforce
- Reward Strategy Group
- Education, Learning and Development Committee
- Staff Engagement Groups
- Equality and Diversity Steering Group

Frequency of Meetings:

Bi-Monthly, 3 hours per meeting (for the first 6 months)

Submission / Availability of Minutes:

The Minutes will be presented to the next available Board meeting.