

1. Purpose and status

The People & Organisational Development (OD) Committee (the Committee) has been established by the Board of Directors (the Board) of Gloucestershire Hospitals NHS Foundation Trust (the Trust).

The purpose of the Committee is to assure the Trust Board that the People and OD function is delivering upon the Workforce and associated People strategies.

2. Authority

The Committee is authorised by the Board to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to co-operate with any request by the Committee.

The Committee is authorised by the Board to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary.

3. Responsibilities

The Committee will:

- Obtain assurance that there are practices in place which ensure the sustainability and affordability of workforce supply on a short, medium and long term basis including workforce planning, development, redesign, recruitment and retention
- Obtain assurance that the Trust attracts and retains a high performing workforce capable of delivering the Trust operational clinical strategies
- Obtain assurance that the Trust implements effective and equitable reward packages that positively impact on performance and meet national and legislative parameters
- Obtain assurance that strategic education issues and external relationships which impact on supply and engagement are included in Trust planning
- Obtain assurance that the Trust delivers services which are fair and equitable promoting diversity and equality of opportunity
- Obtain assurance that the Trust is driving improved employee engagement, ensuring appropriate mechanisms for the employee voice to ensure that rapid action is taken to improve staff experience. Agree the Trust Workforce Strategy and establish, monitor and report to the Trust Board on an annual programme of work to implement the strategy
- Agree annual objectives for Health and Safety
- Agree (where necessary) People and Organisational Development reports prior to publication and review implications of national reports that have been published
- Identify risks associated with People and Organisational Development issues ensuring ownership with mitigating actions, escalating to Trust Board as required
- Approve the terms of reference and membership of its sub-committees (as may be varied from time to time at the discretion of the Committee) and oversee their work, receiving reports for consideration and action as necessary.

- Consider and approve action plans, programmes of work and strategic objectives as a result of national audit related to protected characteristics and provide assurance to the Board on progress
- Work with the Quality and Performance Committee to obtain assurance on safer and optimal staffing and that education, learning and development is aligned with the Trust's quality priorities

4. Membership

Members

The Committee shall comprise:

One Non-Executive Director (who shall be the Committee Chair)

Two further Non-Executive Directors

Director of People and OD/ Deputy CEO

Director of Quality and Chief Nurse

Medical Director

Any member who is unable to attend a meeting of the Committee may appoint a substitute. Any substitute appointed for the Non-executive Director member of the Committee must also be a Non-Executive Director of the Trust.

Attendees

The Committee may decide that any other person must attend one or all of its meetings to contribute to discussions but no such person shall form part of the quorum nor have decision-making authority. The following post-holders have a standing invitation to attend the Committee meetings:

Deputy Director of People and OD

Deputy Director of Finance

Head of Leadership and OD

Associate Director of Education and Development

One Public Governor of the Trust and one Staff Governor of the Trust may attend any meeting of the Committee as an observer.

5. Accountability and Reporting

Accountability

After each of its meetings the Committee shall report to the Board, via the Chair's report, such issues as it considers should be brought to the Board's attention or require a decision from the Board.

The Committee shall provide such information and other support as the Board requires in order for the non-executive directors of the Trust to give account to the Council of Governors in respect of the Committee's remit.

The Committee will review its effectiveness at least annually.

Reporting in

The following groups will report into the Committee:

- Health and Safety Committee
- Strategic Education and Sustainable Workforce Group
- Equality Steering Group

6. Conduct of business and administrative matters

The Committee shall conduct its meetings in accordance with these Terms of Reference and any other Trust governance requirements that apply to it (subject to below).

Any member who has a conflict of interests in respect of any matter shall not count in the quorum for the Committee's discussions and any decisions in respect of that matter.

The quorum for this Committee is three members, two of whom must be Non-Executive Directors.

The Committee shall determine the frequency of its meetings to allow it to discharge all of its responsibilities. It is expected the Committee shall meet at least bi-monthly.

The Chair may request an extraordinary meeting at any time if they consider one to be necessary.

The agenda and any papers for the Committee's meetings shall be issued not less than five working days before each meeting.

Minutes shall be taken of each of the Committee's meetings and shall be circulated to the members within timescales agreed by the Committee.

The Committee may agree that its members can participate in its meetings by telephone, video or computer link. Participation in a meeting in this manner shall be deemed to constitute presence in person at the meeting.

Administrative support, including retention of meeting papers and other relevant documents, shall be provided by the Executive Assistant to the Director of People and Organisational Development and Deputy Chief Executive.

7. Approval and Review

These ToR were approved by the Board on [...].

These ToR were adopted by the Committee at its meeting on [...].

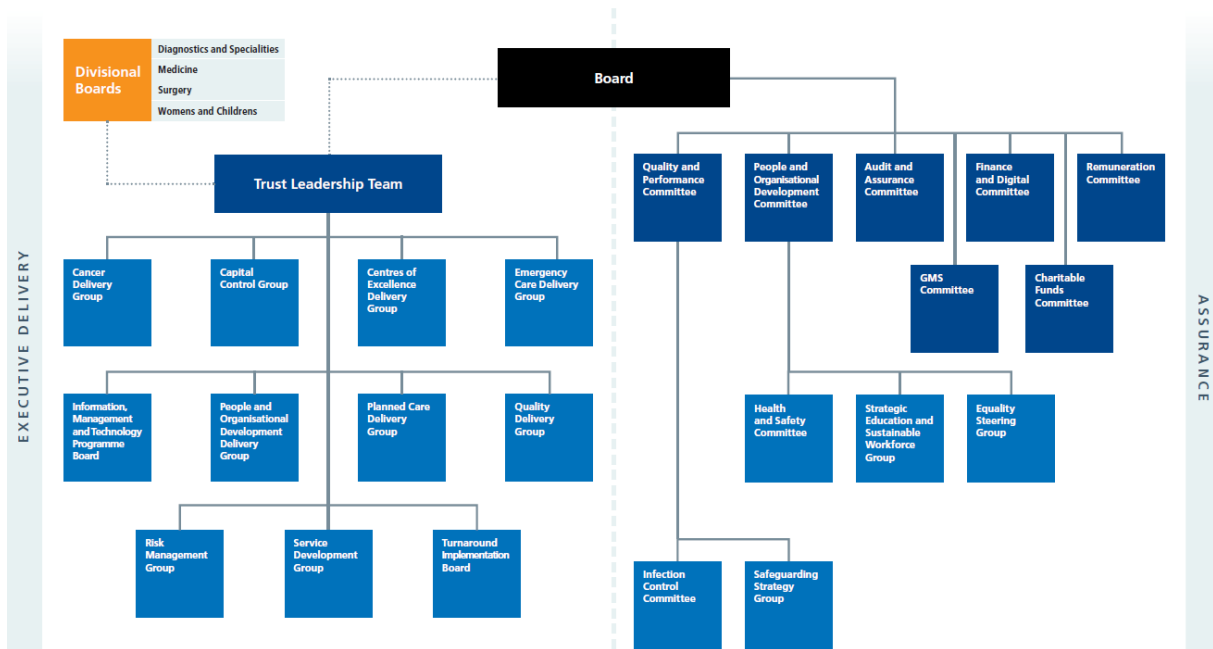
These ToR shall be reviewed at least annually.

GLOUCESTERSHIRE HOSPITALS NHS FOUNDATION TRUST

Version Control			
Version	Author	Date	Changes
0.1	Lukasz Bohdan	08-01-2019	First draft
0.2	Lukasz Bohdan	08-02-2019	Amendments made following Audit and Assurance Committee

APPENDIX 1

Trust Delivery and Assurance Structure



People and Organisational Development Governance Structure

