Ashford and St. Peter's Hospitals **NHS**
NHS Foundation Trust

TRUST BOARD
29th November 2012

TITLE	**Workforce & Organisational Development Sub Committee Terms of Reference**
EXECUTIVE SUMMARY	It is proposed to establish a formal sub committee, the Workforce & Organisational Development sub committee, of the Trust Board. This will replace the Workforce Strategy Steering Group which currently reports to the Trust Executive Committee.
BOARD ASSURANCE (Risk) / IMPLICATIONS	The establishment of this Committee will provide assurance to the Board on the following: ▪ The development and delivery of W & OD strategy ▪ A detailed review and challenge of the workforce and organisational development aspects of the Board Assurance Framework ▪ Regular review and progress of the annual workforce and organisational development plan ▪ Regular review of the relevant CQC essential standards of quality and safety
STAKEHOLDER / PATIENT IMPACT AND VIEWS	The Committee will, from time to time, consider the wider impact on stakeholders and patients and their views.
EQUALITY AND DIVERSITY ISSUES	The Committee will ensure that it carries out its function in accordance with equality and diversity principles.
LEGAL ISSUES	The establishment of this Committee is permissible within the context of the Constitution and Standing Orders.
The Trust Board is asked to:	Agree the establishment of the sub-committee and the Terms of Reference.
Submitted by:	Raj Bhamber, Director of Workforce & Organisational Development
Date:	22nd November 2012.
Decision:	For Approval.

WORKFORCE AND ORGANSIATIONAL DEVELOPMENT SUB COMMITTEE
Terms of Reference

Constitution
The Ashford and St. Peter's Hospitals NHS Foundation Trust Board hereby resolves to establish a sub-Committee to be known as the Workforce and Organisational Development sub committee

Authority
The Group is authorised by the Trust Board to oversee the development and delivery of the Workforce and Organisational Development Strategy and to investigate any activity within its terms of reference.

Membership

Julie Addison	Voluntary Services Manager	Quality
Jules Arnould	Head of Organisational Development	Workforce & OD
Valerie Bartlett	Deputy Chief Executive	Operations
Chris Bell	Associate Director of Estates & Facilities	Estates & Facilities
Raj Bhamber	Director of Workforce & Organisational Development	Workforce & OD
Julie Callin	Head of Therapies	Therapies
Jean Cuthbert	Lead BMS Haematology	Pathology
Sue Ells	Non Executive Director (Chair)	Board
Nadine Godfrey	Occupational Health Manager	Occupational Health
Victoria Griffiths	Chief Pharmacist & General Manager	Diagnostics & Therapies
Sandra Houston	Head of Midwifery	Maternity Services
Mike Irani	Consultant Rheumatologist - Chair LNC	Medical
Peter Martin	Consultant Paediatrician – Director of Education	Medical Education
Colin Matthew	Health and Safety Advisor	Health and Safety
Paula Mobsby	Senior Superintendent Radiographer	Imaging
Kyriacos Kyriacou	Deputy Director of Workforce (secretary)	Workforce
Suzanne Rankin	Chief Nurse	Nursing
Giselle Rothwell	Head of Communications	Communications
Jonathan Sheppard	Physiotherapist	Therapies
Colleen Sherlock	Head of Workforce Planning & Intelligence	Workforce & OD
Ian Shrimpton	Staff Side Chair	Staff Side
Paul Wills	Staff Governor	

Attendance
Attendance at meetings is essential. In exceptional circumstances when a member cannot attend they must arrange for a fully briefed deputy of sufficient seniority to attend on their behalf. Members will be required to attend all meetings per calendar year.

Quorum
Non Executive Director, Executive Director of Workforce and Organisational Development or deputy, one other Executive Director or deputy plus six others.

Frequency and Conduct
The Committee will meet quarterly. Items for the agenda should be submitted to the Secretary 10 days prior to the meeting. Papers for the meeting should be distributed at least 7 days prior to the meeting.

Membership and terms of reference will only be changed with the approval of the Trust Board and will be reviewed and agreed annually.

Duties
- Oversee the design, development and delivery of workforce and organisational development strategy (2014-2018).
- Continuously review the strategy ensuring that it is aligned to the Trust's overall strategy and the external environment.
- Create a high performance culture and climate which is aligned to the overall vision, values and strategic objectives
- Endorse the annual workforce plan, learning education and development plan, organisational development plan, communications and engagement plan.
- Ensure the workforce is able to deliver services, and have the flexibility to adopt new working practices and maximise individual and collective contributions of the staff team.
- Advise the Trust Board on all issues relating to the planning, development and management of the workforce enabling them to give of their best.
- Ensure the Trust has policies and practices in place to retain and recruit high quality staff to include effective talent management and succession planning strategies and processes.
- Consider workforce issues in the context of national policy and workforce supply.
- Set and monitor the Key Workforce Performance Indicators.
- Ensure that Workforce issues are fully integrated with relevant other work streams such as service, financial, and equality and diversity priorities.
- Ensure that there is a clear connection between the workforce and organisational brand/reputation.

Key Responsibilities
- The sub committee will review compliance with the following CQC Essential standards of quality and safety and take action to sustain or achieve compliance.

Regulation 21	Suitability of staffing;	Outcome 12 Requirements relating to workers
Regulation 22	Suitability of staffing (staffing levels)	Outcome 13 Staffing
Regulation 23	Suitability of staffing (training and appraisal)	Outcome 14 Supporting workers

- The sub committee will report and make recommendations to the Trust Board and Executive Committee taking account the views of staff and representatives eg recommend adoption of employment policies.
- Each member will be expected and encouraged to engage with their local 'communities' and stakeholder groups and work as a two-way communication channel.

Reporting Lines
The sub committee reports directly to the Trust Board.

Monitoring
The Committee will review the effectiveness of the sub committee on an annual basis reporting this to the Trust Board accordingly.

November 2012