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## People and Organisational Development Committee Terms of Reference and Operating Arrangements

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### 1. Introduction

In line with Section B, 3 and 7, of the Standing Orders and the Trust's Scheme of Delegation, the Board shall nominate annually a Committee to be known as the **People and Organisational Development Committee**.

The detailed terms of reference and operating arrangements set by the Board in respect of this Committee are detailed below.

These terms of reference and operating arrangements are to be read alongside the standard terms of reference and operating arrangements applicable to all Committees.

### 2. Purpose

The purpose of the People and Organisational Development Committee ('the Committee') is to:

- Provide evidenced based and timely **advice** to the Board to assist it in discharging its functions and meeting its responsibilities in relation to all matters relating to staff and staffing of Public Health Wales.
- **Assure** the Board on whether effective arrangements are in place for all issues relating to human resources, its people, workforce and organisational development in accordance with its stated objectives and the requirements and standards determined by the NHS in Wales.
- **Assure** the Board on whether effective arrangements are in place in relation to all issues relating to the Organisations arrangements for matters relating to the Welsh language, equality, diversity and human rights in relation to its workforce.
- **Approve**, on behalf of the Board, relevant policies, procedures and other written control documents in accordance with the Scheme of Delegation.

### 3. Delegated Powers

#### Remit

The Committee's role is to provide assurance to the Board, that there are appropriate and effective systems in place for areas within its remit, including ensuring that there are appropriate development and quality improvements.

The Committee's remit covers the following areas:

- Workforce matters
- Organisational development
- Workforce Equality, diversity and human rights
- Welsh language provision.
- Staff Engagement and Partnership Working with Trade Unions
- Speaking Up Safely and Raising Concerns

To achieve this, the Committee will have a programme of work designed to ensure that it is able to discharge fully the provisions of its' Terms of Reference across the period of its work programme.

The Committee will review and agree the programme on an annual basis, and will submit to the Board for information.

#### Assurance

With regard to its role in providing assurance to the Board the Committee will seek assurance that the functions within its remit meet the standards set for the NHS in Wales, and provide comment on the reliability and integrity of these functions.

The Committee will seek **assurance** on:

- 1.1 The development and subsequent delivery of the Trust's People and Organisational Development strategies and plans ensuring they are consistent with the Boards overall strategic direction and with any requirements and standards set for NHS bodies in Wales.
- 1.2 The implications for workforce planning arising from the development of the Trusts strategies and plans or those of its stakeholders and partners, including those arising from joint (sub) committees of the Board
- 1.3 The organisational development implications and advise in the development of plans required to deliver the change in culture, leadership and processes required by the Trust

- 1.4 Provide a forum to consider all issues relating to workforce and organisational development within the Trust and to take decisions on areas delegated by the Board.
- 1.5 That people and organisational development arrangements are appropriately designed and operating effectively to ensure the provision of high quality, safe services/programmes and functions across the whole of the Trust's activities
- 1.6 That there is the appropriate culture and arrangements to allow the Trust to discharge its statutory and mandatory responsibilities with regard to:
- Workforce Equality, Diversity and Human Rights
  - Welsh language provision.
- 1.7 Implementation of the Speaking Up Safely Framework, including the management of whistle-blowing (raising concerns) and grievances.
- 1.8 The arrangements for Staff engagement and partnership working with Trade Unions.
- That there is an appropriate change management process in place within the Organisation, and that this is managed effectively.
- 1.9 Seek assurance on the prioritisation and progress being made to review policies within the remit of the Committee.

### Risk

- 1.10 Monitor and, where appropriate, identify those risks which are relevant to the People and Organisational Development Committee and provide assurance to the Board and, where appropriate, the Audit and Corporate Governance Committee that the risks are being managed appropriately.

### Delegated Decisions

The Committee will support the Board with regard to its responsibilities for governance (including risk and control) by **reviewing** and **approving** as appropriate:

- 1.11 Policies and procedures relating to Human Resources/People.
- 1.12 Policies relating to the Welsh Language.
- 1.13 Policies and Procedures relating to Equality, Diversity and Human Rights.
- 1.14 Policies and Procedures relating to Raising Concerns.

**Comment / Recommendation to Board**

With regard to its role in providing advice to the Board, the Committee will **comment and make recommendations to the Board specifically** on the:

- 1.14 Development and adoption of a set of key performance indicators against which the Trust will be regularly assessed. It will receive performance reports in support of these indicators.

**4. Sub-Committee/Groups**

The Committee may establish sub-groups to support the delivery of its role but at the time of reviewing this document no sub-committees were in operation.

**5. Access**

The Chair of the Committee shall have reasonable access to the Executive Team and employees of the Trust if appropriate.

**6. Membership, Attendees and Quorum****6.1 Members**

A minimum of three members, comprising:

Chair: Non-Executive Director

Members: Non-Executive Directors x 2

The Speaking Up Safely Non Executive Champion should be a member of this Committee.

The Chair of the organisation shall not be a member of the Committee, but may be invited to attend by the Chair of the Committee as appropriate.

The Committee may also co-opt additional independent 'external' members from outside the organisation to provide specialist skills, knowledge and expertise.

**6.2 Attendees**

The following members of staff (or their deputies) shall routinely attend the Committee to actively contribute and provide assurance:

- Director of People and Organisational Development (Lead Executive)
- Executive Director of Quality, Nursing and Allied Health Professionals
- National Director Health Protection Service and Screening Services, Executive Medical Director

- Board Secretary & Head of Board Business Unit (or their nominee)

Other Executive Team members should attend from time to time as required by the Committee Chair.

The Chief Executive shall have a permanent invitation and in addition will be invited to attend, at least annually.

Up to two Trade Union Representatives will have a permanent invite to attend the Committee. In addition to this, others from within or outside the organisation, will be invited to attend if the Committee considers it appropriate.

### 6.3 Quorum

At least **two** members must be present to ensure the quorum of the Committee, one of whom should be the Committee Chair or Vice Chair (where appointed).

## 7. Frequency of Meetings

The Committee will generally meet a minimum of four occasions across the year or otherwise as the Chair of the Committee deems necessary – consistent with the Organisation’s annual plan of Board Business.

## 8. Relationships and accountabilities with the Board and its Committees/Groups

The Committee must have an effective relationship with all Committees or sub-committees of the Board in order for it to fully understand the system of assurance for the Board as a whole.

It is very important that the Committee remains aware of its distinct role and does not seek to perform the role of other committees.

## 9. Reporting and Assurance Arrangements

The Committee shall provide a written, annual report to the Board on its work in support of the Committees remit, to provide assurance to the Board that the Committee is fulfilling its terms of reference effectively.

The Chair of the Committee reports into the Board via a composite report from Committee Chairs, where any significant issues are brought to the attention of the Board.

**10. Applicability of Standing Orders to Committee Business**

The requirements for the conduct of business as set out in the Organisation's Standing Orders are equally applicable to the operation of the Committee, except in the following area:

- Quorum (see paragraph 6.3)