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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 6, of the Standing Orders and Scheme of Delegation the Trust shall nominate 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 set out 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 with regard to all matters relating to staff and staffing of the Trust
- **assurance** to the Board in relation to the Trusts arrangements 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
- **assurance** to the Board in relation to the Trusts arrangements for matters relating to the welsh language, equality, diversity and human rights.

- **assurance** to the Board in relation to the effectiveness of the arrangements in place to ensure organisational wide compliance with the health, safety and welfare requirements.
- **approve**, on behalf of the Board, relevant policies, procedures and other written control documents in accordance with the Trust's Scheme of Delegation.

3. Delegated Powers

With regard to its role in providing advice and assurance to the Board, the Committee will:

- oversee the initial 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
- consider 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
- consider 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
- 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
- seek assurances 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
- seek assurances that there is the appropriate culture and arrangements to allow the Trust to discharge its statutory and mandatory responsibilities with regard to:
 - health, safety and welfare
 - equality, diversity and human rights
 - Welsh language provision.

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.

The Committee will review and agree the programme on an annual basis, and will recommend it to the Board for approval.

The Committee will advise the Board on the 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
- receive reports of near misses, incidents, serious adverse incidents and claims relating to the health, safety and welfare of staff

The Committee will seek assurance with regard to the requirements of the relevant Health and Care Standards and the Corporate Health Standard.

4. Sub-Committee/Groups

The Committee has established the following Group to carry out specific duties on its behalf and provide assurance to the Committee:

- Health and Safety Group

5. Access

The Chair of the Committee shall have access to Executive Directors 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

6.2 Attendees

In attendance:

- Director of People and Organisational Development (Lead Executive)
- Deputy Chief Executive and Executive Director of Operations and Finance (Executive Lead for Health and Safety)
- Executive Director of Quality, Nursing and Allied Health Professionals
- Executive Director of Public Health Services and Medical Director
- Head of Corporate Governance/Board Secretary

Up to two Trade Union Representatives and the Chief Executive 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

Meetings shall be held no less than quarterly and otherwise as the Chair of the Committee deems necessary.

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

The People and Organisational Development Committee must have an effective relationship with the Audit and Corporate Governance and the Quality, Safety and Improvement Committees and any other committees or sub-committees of the Board so that it can 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. Applicability of Standing Orders to Committee Business

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

- Quorum (see paragraph 6.3)