

## **TERMS OF REFERENCE**

Name of Committee & Workplan Ref No.	PEOPLE, CULTURE AND IMPROVEMENT COMMITTEE
Constitution	The Board of Directors hereby resolves to establish a Committee of the Board to be known as the People, Organisational Development and Culture Committee.
Membership	Three Non-Executive Directors one of whom shall be nominated as Chair and one as Vice Chair. The Chair of the Committee shall be appointed by the Board of Directors.  • Director of People  • Director of Culture & Improvement  • Medical Director  • Chief Nurse  Where a member is unable to attend, a nominated deputy should be provided.
Attendance at Meetings	The following will be in attendance at the Committee:-  Deputy Director of Training, Education, Development Deputy Director of People Director of Communications Head of Medical Workforce Head of Corporate Nursing Community Involvement Manager Head of Resourcing Associate Director of Service Improvement Head of Workforce Information Associate Director of Transformation Head of Operational HR Equality, Diversity & Inclusion Lead Workforce Analytics Manager The Committee shall determine other operational attendees.  Other Board members shall attend if invited by the Committee.
PODCWP 9 PODCWP 10 PODCWP 13 PODCWP 14 PODCWP 15 PODCWP 16 PODCWP 17 PODCWP 18 PODCWP 19 PODCWP 30	The People, Organisational Development and Culture Committee's principal purpose is to provide scrutiny and assurance of the development, delivery and impact of the Trusts workforce strategy and plan.  In particular, the Committee will provide assurance concerning organisational development activity undertaken to promote and embed an effective organisational culture.
Duties PODCWP 7	The Committee shall:-     Review the BAF risks associated with workforce and culture and provide assurance to the Board that those risks are being effectively mitigated or managed in a controlled way.

## Healthier Communities, Outstanding Care



PODCWP 9 PODCWP 10 PODCWP 7 PODCWP 13 PODCWP 14 PODCWP 15 PODCWP 16 PODCWP 17 PODCWP 18 PODCWP 19 PODCWP 31 PODCWP 32 PODCWP 20	<ul> <li>Provide the Board with assurance concerning all aspects of the Trusts workforce strategy and annual implementation plan, both in relation to delivery and impact.</li> <li>Where necessary, seek assurance into any areas of work related to workforce, culture and improvement outcomes on behalf of the Board.</li> <li>Assure the Board that the structures, systems and processes are in place and</li> </ul>
	<ul> <li>functioning to support the workforce and improvement in the provision and delivery of high quality patient care.</li> <li>Contribute to, oversight of and assurance from an SFH perspective, the workforce, culture, improvement and organisational development strategy and plans of the ICS/ICP.</li> </ul>
PODCWP 13 PODCWP 14 PODCWP 15 PODCWP 16 PODCWP 17 PODCWP 18 PODCWP 19	<ul> <li>In fulfilling its obligations the Committee will be mindful of the need to improve the diversity of the workforce so that it better reflects the populations which the Trust serves.</li> <li>The Committee shall review the Freedom to Speak Up agenda via quarterly assurance reports.</li> </ul>
Serviced By	The Corporate Secretariat whose duties will include;
	<ul> <li>Agreement of meeting agendas with the Committee Chair.</li> <li>Advising the Committee on pertinent areas and ensure it is fully informed of activities in its Sub-Committees.</li> <li>Ensuring minutes and collation/distribution of papers are undertaken.</li> <li>Ensure papers for the meeting are distributed one week prior to the meeting.</li> </ul>
Frequency of Meetings	Meetings shall be held not less than four times a year and where appropriate should coincide with key dates in the quarterly reporting cycle. A development session shall also be held not less than annually.
Required Attendance	Members should attend the majority of meetings (4 of 6 meetings)
Quorum	One-Two Non-Executive Members (one of whom must be either the Committee Chair or the Vice Chair), and one Executive member Director of the Committee.
Reporting Procedures	The Committee Chair shall draw to the attention of the Board of Directors any issues that require disclosure to the full Board of Directors, or require executive action.
	The Committee's duties and activities during the year shall be disclosed in the Annual Report.

## Healthier Communities, Outstanding Care



Minutes Circulated	The Corporate Secretariat shall circulate minutes of meetings of the Committee to
То	all members within five days of the meeting.
Date Approved	27th April 2021TBC
Process For	The Committee will undertake an annual review of its performance against its
Monitoring The	Terms of Reference and work plan in order to evaluate the achievement of its
Effectiveness Of The	duties. This review will be presented to the Board in the form of the Committee's
Above	annual report.