



**East Suffolk and
North Essex**

NHS Foundation Trust

**People and Organisational Development Assurance Committee
Terms of Reference**

1. Constitution

The Trust Board hereby resolves to establish an Assurance Committee to be known as the People and Organisational Development (POD) Assurance Committee (The Committee). The Committee is a Non-Executive Committee of the Trust Board and has no executive powers, other than those specifically delegated in these terms of reference.

2. Authority

The Committee is authorised by the Trust Board to investigate any activity within its terms of reference. It is authorised to request any information from any employee and all employees are directed to cooperate with any request made by the Committee.

The Committee is authorised by the Trust Board to obtain legal advice and to secure the attendance of experts and external representatives or persons with relevant experience / expertise if it considers it necessary.

The Committee is authorised to commission and monitor specific pieces of work in line with its terms of reference.

3. Membership

- Two Non-Executives, one of whom will Chair the committee the other of whom may be an Associated Non-Executive Director.

In Attendance

These positions are regular invitees to attend the Committee but they are not members of the Committee:

- Director of People and Organisational Development
- Director of Communications and Engagement
- Medical Director (Education)
- Deputy Director of HR

Observers

- Two staff governors are permitted to observe the meeting.

4. Attendance

The Committee may ask any other officials of the Trust to attend to assist with its discussions on any particular matter.

The Committee may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters.

Attendance at meetings is essential. In exceptional circumstances when an Executive member cannot attend they must arrange for a fully briefed deputy of sufficient seniority to attend on their behalf.

Members are required to attend as a minimum 50% of the meetings per year.

5. Quorum

The quorum necessary for the transaction of business shall be three members of whom at least **two must be Non-Executive Directors** and one **Executive Board Member** (i.e. one of either the Managing Director, Chief Nurse or Director of Strategy Research and Innovation)

A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions invested in, or exercised, by the Committee.

6. Frequency and Conduct

The Committee shall operate as follows:

- The Committee will meet bi-monthly until agreed otherwise
- Items for the agenda should be submitted to the Committee Secretary a minimum of 6 working days prior to the meeting. Papers on other matters will be put on the agenda only with the prior agreement of the Chair
- Papers will be sent out by the Committee Secretary at least 4 days before each meeting
- Membership and terms of reference will only be changed with the approval of the Committee, and ultimately the Trust Board
- These terms of reference of the Committee will be reviewed and agreed annually

7. Main Duties

The primary purpose of the committee is to provide the Board with assurance concerning the delivery of the work programme and plans for implementing the Trust's people and organisational development strategies including workforce supply and planning, human resource management, learning and development, leadership development, freedom to speak up, equality and inclusion, employee wellbeing, etc.

The Committee has a responsibility for taking a strategic overview of all aspects of People (Human Resource) and Organisational Development practice within the Trust with particular reference to **Objective 4 Support and Develop Our Staff** of the Trust's corporate strategy. Incorporated into this is responsibility for an overview of education, research and innovation.

8. Key responsibilities

The key responsibilities of the committee are to provide assurance to the board that the Trust's workforce, organisational development and innovation performance delivers to the agreed Trust strategy and plans through:

- Receipt of reports outlining progress with the delivery of the Strategic Objective 4 – Support and Develop our Staff.

- Receipt of assurance and relevant reports detailing compliance with key national and local targets including progress against other local workforce metrics and the NHS People Plan.
- Receipt of reports and action plans which focus on improvement or recovery to address areas of material deviation from agreed delivery plans and or areas of poor performance or concern and reporting as appropriate, in annual disclosure reporting.
- Receipt and review of external reports (appropriate to the Committee's remit) to provide assurance that recommendations are being robustly addressed and implemented.
- Receive assurance statement on compliance with relevant policies and statutory legislation and guidance that fall within the remit of the Committee's responsibilities.
- Receive reports on key risks and assurance that mitigating controls are robust, advising the Board of key strategic risks relating to workforce, employment practice Trust wide priorities for learning and development and innovation activity, including leadership development, medical appraisal, revalidation and job planning and innovation.
- Assess the adequacy of plans to ensure there are effective staff communication and to maintain and increase levels of staff engagement through review of the annual staff survey results and reports of the Freedom to Speak up Guardian and other relevant data.
- Maintain oversight of the Trust's systems and processes by which staff are able to raise concerns and ensure that these are fit for purpose and the outcomes are monitored.
- Receive relevant annual statements and reports that provide assurance that the Trust is meeting its obligations in regard to equality diversity and inclusion, pay etc.
- Receive assurance and monitor the implementation of health and well-being facilities on behalf of the trust and Staff Wellbeing Guardian. This will include the delivery of occupational health service, staff facilities, employee support and staff immunisation plan specifically the annual influenza plan.
- Receive assurance that links are fostered and developed with partners e.g. STP, CCG, LWAB, Staff Partnership Forum, universities and other stakeholders as appropriate.
- Maintain oversight of the Trust Nursery 'Hunnitots' including assurance on maintenance and reporting of the statutory OFSTED requirements.
- Receipt and review of details of workforce and innovation planning priorities that arise from the annual business planning process and exception reports on any significant issues/risks.
- Overseeing the Trust's strategy and plans on workforce issues including the efficient deployment of staffing to meet service requirements, including advising the board on strategic and operational risks and opportunities relating to workforce, staff engagement and employment practice;
- Receiving and reviewing details of workforce planning priorities that arise from the annual business planning process and exception reports on any significant issues/risks;
- Monitoring and evaluating the Trust compliance with the Public Sector Equality Duty and to consider how our policies or decisions affect people who are protected under the Equality Act and those at socioeconomic disadvantage;
- Reviewing the report of the Guardian of Safe Working and providing assurance to the board that exceptions and key issues are followed up and actioned where appropriate;
- To review and advise on ESNEFT's approach to system working and system leadership in respect of workforce in line with the Trust strategic objectives and our commitment to Suffolk and North East Essex Integrated Care System.

9. Reporting and Monitoring Responsibilities

Minutes to be prepared after each meeting of this Committee and circulated to members of the Committee and others as necessary within 5 working days.

The Chair of the Committee shall draw to the attention of the Trust Board in a Chair's Key Issues report, any issues that require disclosure to the Board or require executive action.

The speed of communication should be proportionate to the seriousness and likely impact of the issue.

The key issues of the Committee will be included in the Board of Directors agenda and papers. Once the Committee has approved the full minutes, a copy will be available, for information, to the Board at its next meeting.

The committee shall submit an Annual Report to the Trust Board no later than three calendar months after the end of the financial year.

10. Monitoring effectiveness

In order to support the continual improvement of governance standards, this committee is required to complete a self-assessment of effectiveness at least annually and advise the Trust Board of any suggested amendments to these terms of reference which would improve the trust governance arrangements.

11. Approval

These terms of reference were reviewed by the Committee on 29 July 2021 and approved by Trust Board on [date to be added].

The Terms of Reference will be reviewed no later than [date to be added].