

East Suffolk and North Essex NHS Foundation Trust
People and Organisational Development Committee

Terms of Reference

1. Committee name and purpose

- 1.1. The Committee is named as the 'People and Organisational Development Committee'.
- 1.2. The Committee is formed to-
 - 1.2.1. Have oversight of the Trust's work in supporting staff, volunteers and others working with the Trust to provide services; and to advise the Board accordingly;
 - 1.2.2. Have oversight of the development and delivery of key people and organisational development strategies for the Trust; and to advise the Board accordingly;
 - 1.2.3. Have oversight of the Trust's education, research and innovation work; and advise the Board accordingly;
 - 1.2.4. Have oversight of strategic risks within the Board Assurance Framework that are referred to the Committee by the Board.
- 1.3. The *General Orders for Committees* form part of these Terms of Reference.

2. Membership

- 2.1. The Committee is formed of-
 - 2.1.1. Three Non-Executive Directors
 - 2.1.2. [THREE EXECUTIVE DIRECTORS].
- 2.2. The following are expected to regularly attend meetings of the Committee-
 - 2.2.1. The Director of People and Organisational Development
 - 2.2.2. The Director of Communication and Engagement
 - 2.2.3. The Deputy Medical Director (Education)
 - 2.2.4. The Deputy Director of Human Resources
- 2.3. The Board may appoint Associate Non-Executive Directors to attend the Committee.
- 2.4. The Director of People and Organisational Development is the lead Executive Director for the Committee.
- 2.5. The Committee has the right to exclude some or all non-members from its meetings should it judge that to be convenient.

3. Meetings

- 3.1. The Committee shall meet at least every two months, in accordance with the agreed schedule in the calendar of meetings.

4. Specific duties and responsibilities

- 4.1. Oversight of progress with the delivery of strategic objectives for the support and development of Trust staff and volunteers.

- 4.2. Assessing available assurance regarding compliance with key national and local targets including progress against other local workforce metrics and the NHS People Plan; and advising the Board accordingly.
- 4.3. Assessing available assurance regarding improvement or recovery to address areas of material deviation from agreed delivery plans, or areas of poor performance or concern; and advising the Board accordingly.
- 4.4. Receipt and review of external reports (appropriate to the Committee's remit) and assessment of available assurance that relevant learning is being implemented.
- 4.5. Assessing available assurance regarding compliance with legislation and guidance that fall within the remit of the Committees; and advising the Board accordingly.
- 4.6. Review progress and available assurance on the management of Board Assurance Framework risks referred to the Committee by the Board; and advise the Board accordingly.
- 4.7. Assess the adequacy of plans to ensure there is effective communication with staff, and to develop levels of staff engagement, through review of the annual staff survey results and other relevant data.
- 4.8. Oversight of the Trust's systems and processes by which staff are able to raise concerns, ensuring that these are fit for purpose and the outcomes are monitored; particularly-
 - 4.8.1. The Freedom to Speak Up Guardian;
 - 4.8.2. The Guardian of Safe Working Hours;
 - 4.8.3. The Trust's Wellbeing Guardian
- 4.9. Oversight of the Trust's performance regarding its obligations and national expectations in relation to equality, diversity and inclusion, including the Public Sector Equality Duty.
- 4.10. Oversight of health and well-being facilities; including-
 - 4.10.1. the occupational health service;
 - 4.10.2. staff facilities supported by the Trust;
 - 4.10.3. arrangements to provide staff support;
 - 4.10.4. Vaccination arrangements for staff, including annual influenza vaccinations.
- 4.11. Oversight of people-related joint working and partnership within the Integrated Care System and with other stakeholders.
- 4.12. Oversight of the Trust's nursery provision, including compliance with the requirements of the Office for Standards in Education (OFSTED).
- 4.13. As part of the planning process, consideration of the Trust's planning in relation of workforce, including planning priorities; and advising the Board of any matters of concern.
- 4.14. Oversight of the implementation of agreed workforce strategies.