

People and Organisational Development Committee

Terms of Reference

1. Authority

- 1.1 The People and Organisational Development Committee (PODC) is established as a sub-committee of the Board of Directors of The Hillingdon Hospitals Foundation Trust (THHFT).
- 1.2 All members of staff are directed to co-operate with any request made by the PODC.
- 1.3 The PODC will review these Terms of Reference on an annual basis as part of a self-assessment of its own effectiveness. Any changes recommended to the Terms of Reference will require Trust Board approval.
- 1.4 The PODC is directly accountable to the Board of Directors.
- 1.5 The PODC is authorised by the Board of Directors to act within these terms of reference. In doing so, the Committee may instruct professional advisors and request the attendance of individuals and authorities from outside its membership, and the Trust, with relevant experience and expertise if it considers this necessary for or expedient to the fulfilment of its functions.

2. Purpose of the Committee

- 2.1 The vision for the Trust is to be an outstanding provider of healthcare through leading health and academic partnerships, transforming services to provide best care where needed.

The purpose of this committee is to ensure that we have a workforce in place, in sufficient numbers, with the right skills and roles, now and in the future, that is fully engaged in the delivery of this vision.

3. Specific Aims and duties

- 3.1 To provide the Trust Board of Directors with assurance on matters related to its staff, and the development thereof to the highest standards.
- 3.2 To ensure that there are appropriate processes in place to identify any risks and issues and to manage them accordingly.
- 3.3 To ensure opportunities are not missed and are capitalised upon for the benefit of patients, our people and the organisation. In particular, the Committee will consider the following work areas:
 - People and Organisational Development Strategy and planning (including recruitment and retention)
 - Leadership development and talent management
 - Education, skills and capability (clinical and non-clinical, statutory and mandatory)
 - Performance, reward and recognition

- Culture, values and engagement
- Health and well-being

4. Membership

4.1 The membership of the PODC shall consist of:

- One Non-Executive Director who will Chair the meeting
- Two other Non-Executive Directors
- Chief Executive or suitable deputy
- Chief People Officer or suitable deputy
- Medical Director or suitable deputy
- Chief Nurse or suitable deputy
- Chief Operating Officer or suitable deputy
- Director of Nursing
- Trust Secretary
- Deputy Chief People Officer

4.2 The CEO, Executive Director with responsibility for HR, Medical Director and Chief Operating Officer must send a deputy in their absence.

3. Quorum

3.1 The quorum for any meeting of the Committee shall be a minimum of four committee members including:

- Two Non-Executive Directors (one of whom may be the Chair of the Committee)
- Two Executive Directors or suitable deputies (one of which must be either the CPO or the Chief Nurse)

4. Frequency of meetings

4.1 Meetings shall be held bi – monthly with additional formal meetings as deemed necessary.

4.2 Urgent items may be handled by email or via conference call.

4.3 Members are expected to attend a minimum of 75% of all meetings within one year.

5. Sub Committees

5.1 The following groups shall report to the People and Organisational Development Committee:

- Education Strategy Board
- Workforce Development Committee reporting also into Trust Management Board
- Health and Well-being Committee
- Partnership Forum (for the purposes of policy approval only) and Revalidation Group
- Equality Diversity and Inclusion Forum

5.2 Other groups may be invited to report into or attend the meeting on an ad hoc

basis.

5.3

The above groups will report as per the PODC forward plan, and also at times when requested by the Committee. The reports provided by the groups should be in written format unless agreed by the Chair.

5.4

The Terms of Reference of the above groups and of their effectiveness will be reviewed by the Committee annually.

5.5

The Committee has key relationships with other committees and groups via its membership.

- Members will facilitate information gathering and sharing with other key committees such as the Quality Committee and the Trust Executive Team.
- In addition, there will also be links to Health Education England and the “HR for London” network in relation to London-wide streamlining initiatives.

6. Administrative support

6.1

Support to the Committee will be overseen by the Trust Secretary and will be provided by either the Business Manager supporting the Chief People Officer, the Assistant Trust Secretary or any other member of the Corporate Management Team as required. Their duties will include:

- Agreement of the agenda with the Committee Chair, collation and distribution of papers at least two working days before each meeting.
- Taking the minutes and keeping a record of matters arising and issues to be carried forward.
- Providing support to the Chair and members as required.

7. Accountability and reporting arrangements

7.1

The PODC will report to the Board of Directors after each meeting. The minutes of all meetings of the PODC shall be formally recorded and submitted as a draft to the next Board.

7.2

Matters of material significance in respect of people issues will be escalated to the following meeting of the Board of Directors. However, any items that require urgent attention will be escalated to the Chief Executive and Chairman at the earliest opportunity and formally recorded in the PODC minutes.

8. Monitoring effectiveness and compliance with Terms of reference

8.1

The Committee/Group/Board shall carry out an annual review of its effectiveness against its terms of reference.

9. Review of the Terms of Reference

9.1

The Terms of Reference shall be reviewed annually and submitted to the Board of Directors for approval.

Date approved by the People and OD Committee: 23 Dec 2020
Date approved by the Trust Board: 05 Jan 2021
Next review date: Dec 2021