North Cumbria University Hospitals NHS

NHS Trust

Date of Meeting: 27/11/2012	Agenda Item No: 7.4	Enclosure: 10
Intended Outcome:		
For noting	**For information**	**For decision** ✓

Title of Report: Workforce Committee

Aims:

To approve the establishment of a Workforce Committee.

Executive Summary:

As part of the HR Workstream of the Transition Board, it is proposed that we establish a Workforce Committee with the express aim of ensuring the delivery of the requirements of the current workforce agenda.

Overview of key areas for consideration or noting:

As above.

Specific implications and links to the Trust's Strategic Aims:

Ensure we provide high quality, safe and effective care for all our patients including meeting essential standards of safety and quality as set out by the CQC	✓
Develop a viable integrated clinical strategy for secondary care services which is sustainable and affordable	
Develop a new healthcare facility in West Cumbria that is fit for the 21st century	
Achieve sustainable financial balance through the delivery of the Trust's internal Cost Improvement Programme, securing a viable contract income from our GP commissioners and contributing to the system wide cost reductions	✓
To develop and implement a successful merger or acquisition plan that enables the Trust to become part of an existing NHS Foundation Trust	✓

Recommendations:

The Trust Board is asked to approve the establishment of a Workforce Committee, if approved, nominate 2 non-executive directors, one of which will be the committee chair to ensure delivery of the workforce agenda.

Prepared by:	Presented by:
Damian Gallagher Director of Human Resources and Organisational Development	Damian Gallagher Director of Human Resources and Organisational Development

North Cumbria University Hospitals NHS

NHS Trust

**TRUST BOARD
PROPOSAL TO ESTABLISH A
WORKFORCE COMMITTEE
NOVEMBER 2012**

As part of the HR Workstream of the Transition Board, it is proposed that we establish a Workforce Committee with the express aim of ensuring the delivery of the requirements of the current workforce agenda. This agenda includes the following:-

- CQC and NHSLA requirements concerning mandatory training, effective appraisal and personal development.
- Development and delivery of the staff survey action plan within all departments.
- Promotion of health and wellbeing initiatives within all areas.
- Development and implementation of key HR metrics that will demonstrate improvements throughout the Trust.

The above list is not exhaustive. Currently the workforce agenda is monitored as part of several committees (Governance, Board, Health & Safety etc) but it is felt that the issues are so important and key to our success that they warrant fuller discussions and the attention of a dedicated sub-committee of the Board.

A draft terms of reference is attached with members of the group. The key requirements for those who attend is the ability to make things happen within their own area and be accountable for making progress towards meeting key performance indicators. This approach is entirely consistent with what currently works very effectively in Northumbria. The Workforce Committee at Northumbria is chaired by a non-executive director and comprises membership from all divisions (General Managers, Operational Service Managers).

The Trust Board is asked:

1. To approve the establishment of a Workforce Committee.
2. If approved, nominate 2 non-executive directors, one of which will be the committee chair to ensure delivery of the workforce agenda.

Damian Gallagher
Director of Human Resources

NORTH CUMBRIA UNIVERSITY NHS TRUST

WORKFORCE COMMITTEE MEETING

TERMS OF REFERENCE

1. **Membership/Chair**

The Workforce Committee Meeting will comprise of two Non-Executive Directors, the Human Resources Director, Medical Director, staff-side representatives, Human Resources staff, Occupational Health, and Operational Managers.

	Chair – Non-Executive Director
	Non-Executive Director
Damian Gallagher	Director of Human Resources & Organisational Development
Ann Stringer	Director of Human Resources – Northumbria Healthcare
Neil Anderson	Staff-side Representative
Louise Corlett	Divisional General Manager, Surgery
Barbara Monk	Divisional General Manager, Medicine
Stephanie Preston	Divisional General Manager, Family & Clinical Support
Isla Edgar	Deputy Director of Human Resources
Mandy Annis	Employment Services Bureau Manager
Pauline Isaac	Human Resources Business Partner
Alison Beck	Human Resources Business Partner
Christine Lightfoot	Human Resources Business Partner
Andrew Pounds	Associate Director of Human Resources
Kath Livingstone	Human Resources Business Partner
Alan Davidson	Director of Estates/Facilities (or deputy)
Judith Anderson	Human Resources Development/E&D Manager
Liz Moloney	Head of Education and Training
Jean Hill	Training Manager
Dawn Mahone	Senior Nurse, Occupational Health
Eric Gardiner	Associate Director of Finance
Paul Wiggins	Acting Director of IM&T
Lesley Carruthers	Deputy Director of Nursing
Rhia Whytock	Communications Officer
Anne Musgrave	Head of Midwifery
Diana Shead	Allied Health Professional
Valerie Whitwood	Medical Staffing Manager
Anne Hayton	Recruitment Team Lead
Gail Ferrier	AMD for Medical Education

2. **QUORUM**

The group is quorate when 50% of the members are present.

3. **STRATEGIC CONTEXT**

This Committee, which is a sub-committee of the Board, follows the following 5 core business themes:

- To provide the highest quality of appropriate care and be a top performing Trust
- To be an employer of choice
- To provide the right care in a 21st century environment
- To be a major contributor to the success of the regional and local economy
- To provide excellent risk management and achieve financial viability.

4. **ACCOUNTABILITY**

The Workforce Committee is accountable to the Trust Board through its Chair and the Director of HR/OD who will report to Trust Board a summary of the key findings and recommendations requiring ratification by the Board.

5. **DUTIES**

(a) To produce and ensure the deliverance of a Human Resources and an Organisational Development Strategy that supports the Trusts strategic vision and continues to maximise the potential of our workforce to deliver the highest quality of care to patients.

(b) To raise the profile of Human Resources/Training and Occupational Health related issues, within the Trust and ensure it is a major priority.

(c) To ensure an effective communication system is in place so that staff are aware and engaged in the delivery and development of services.

(d) To identify best practice, and ensure this is cascaded throughout the Trust.

(e) To produce a performance management system to demonstrate improvements in the delivery of the key objectives of human resources and organisational development.

(f) To promote the education/training and development of staff to ensure staff members have every opportunity to maximise their potential.

(g) To continue to develop a partnership style of working with staff side representatives and spread this culture to all levels of the organisation.

(h) To monitor and review against Standards for Better Health/Risk Management Standards to ensure compliance against relevant standards.

(i) To ensure risks are identified via the HR Risk Register and that any high risks are raised at Assurance Committee and appropriate action plans developed.

(j) To receive the minutes of the Equality & Diversity Steering Group

(k) To receive the minutes of the Health and Wellbeing Steering Group

(l) To ensure that the HR systems and processes are continually developed to ensure compliance against all relevant standards

(m) To give support and direction to Clinical Divisions and Corporate Heads as required in relation to HR issues

6. **FREQUENCY OF MEETINGS**

   Monthly

7. **COMMUNICATIONS**

a.   A monthly report shall be produced for the Board
b.   This shall include progress against HR/OD Objectives and KPI's as well as relevant statistics/standards
c   Any significant implications for the Trust's strategic objectives shall be communicated immediately to the Board.

9. **REVIEW**

These terms of reference will be reviewed annually:

Date of Issue:
Date of Review: