

People, Finance and Organisational Development Committee

<b>Title:</b>	People, Finance and Organisational Development Committee Terms of Reference		
<b>Author(s):</b>	Paul Nicholson, Michelle Lemon		
<b>Ownership:</b>	PFOD Chairs		
<b>Date of Committee Approval:</b>	2 December 2020	<b>Date of Trust Board Approval:</b>	21 October 2021
<b>Operational Date:</b>	21 October 2021	<b>Review Date:</b>	October 2022
<b>Version No:</b>	V2.0	<b>Supersedes:</b>	V1.0
<b>Key Words:</b>			
<b>Links to Other Policies / Procedures:</b>			

<b>Version Control:</b>			
<b>Date:</b>	<b>Version:</b>	<b>Author:</b>	<b>Comments:</b>
21/10/21	V2.0	C Mooney	

**People, Finance and Organisational  
Development Committee**

**TERMS OF REFERENCE**

**CONTENTS**

	<b>Page</b>
<b>1. CONSTITUTION</b>	<b>3</b>
<b>2. MEMBERSHIP OF THE COMMITTEE</b>	<b>3</b>
<b>3. ATTENDANCE</b>	<b>4</b>
<b>4. FREQUENCY OF MEETINGS</b>	<b>4</b>
<b>5. AUTHORITY</b>	<b>4</b>
<b>6. DUTIES</b>	<b>5</b>
<b>7. REPORTING</b>	<b>6</b>
<b>8. REVIEW</b>	<b>7</b>
<b>9. OTHER MATTERS</b>	<b>7</b>

## **1 CONSTITUTION**

- 1.1 The Trust Board (The Board) hereby resolves to establish a Committee of the Board to be known as the People, Finance & Organisational Development Committee (The Committee).
- 1.2 The Committee is a Non-Executive Committee of the Board and has no executive powers, other than those specifically delegated in these Terms of Reference or as may be delegated by the Board on an ad hoc basis.
- 1.3 All procedural matters in respect of conduct of meetings of the Committee shall be in accordance with the Trust's Standing Orders.
- 1.4 The Committee will regularly review and reflect on best practice and adopt new learning as part of a commitment to continuous improvement.

## **2 MEMBERSHIP OF THE COMMITTEE**

- 2.1 Trust Non-Executive Directors that are to be included as members of this Committee will be nominated by the Trust Board Chair.
- 2.2 Two Non-Executive Members of the Committee will be appointed as Co-Chairs of the Committee by the Trust Board Chair. One Co-Chair shall have responsibility for all matters relating to People and Organisational Development and one Co-Chair shall have responsibility for all matters relating to Finance.
- 2.3 In the absence of the Committee Co-Chairs, another Non-Executive Member may be temporarily appointed to that role by agreement of the Non-Executive Directors.
- 2.5 A quorum shall be two Non-Executive members.

## **3 ATTENDANCE AT MEETINGS**

- 3.1 The Director of Human Resources and the Director of Finance shall normally attend meetings.
- 3.2 The Chief Executive, all Directors, Assistant Directors and senior managers with responsibility for workforce and finance related functions will be invited to attend as appropriate.
- 3.3 The Board Secretary shall attend to the minutes of the meeting and provide appropriate support to the Committee Co-Chairs and Committee members.

#### **4 FREQUENCY OF MEETINGS**

- 4.1 Meetings shall be held not less than three times a year, and where necessary can be conducted remotely using such as teleconference/video conferencing.

#### **5 AUTHORITY**

- 5.1 The Committee will be responsible for assuring the NIAS Board that effective and regularly reviewed arrangements are in place to support Human Resources, Finance and Organisational Development functions within the Trust.
- 5.2 The Board will always retain responsibility for such control and will act after taking account of the recommendations and assurances of the Committee. The Committee, therefore, does not have the executive authority of the Board, but does have sufficient membership, authority and resources to perform its role independently and effectively.
- 5.3 The Committee is authorised by the Board to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to co-operate with any request made by the Committee.
- 5.4 The Committee is authorised by the Board to obtain external legal, clinical or other independent professional advice and to secure the attendance of individuals with relevant experience and expertise if it considers this necessary.

## 6 DUTIES

The duties of the Committee can be categorised as follows:

6.1 Provide assurance to Trust Board in relation to all strategic issues relating to Human Resources, workforce and organisational development to deliver the Trust's Strategy, Plans and standards as determined by Trust Board.

These include those related to:

- Health and Wellbeing
- Learning and Development
- Employment Law
- Workforce Planning
- Recruitment and Retention
- Equality and Diversity
- Whistleblowing
- Pay and Conditions
- Culture

This list is not exhaustive and focus will evolve as the work of the Committee develops.

6.2 Provide assurance on the quality and effectiveness of targeted plans to support the organisation in delivering a positive patient centred culture, embedding the values and behaviours that the Trust aspires to demonstrate, including collective and compassionate leadership.

6.3 Provide assurance on the development and implementation of the Workforce Planning, Estates and Fleet strategies.

6.4 Ensure consideration of an evidence-based approach to workforce and organisational development work streams to include quantitative and qualitative information.

6.5 To independently contribute to the Board's overall process for ensuring that the Trust Board delivers its statutory responsibility to break even. This includes:

- To review in detail the financial strategy, so as to be able to confirm to the Trust Board the basis of acceptance.
- To review the financial monitoring information in sufficient detail to advise the Trust Board, with confidence, concerning the financial performance of the Trust.
- To keep Directors up-to-date regarding the financial outlook for the Trust, and to review the key financial assumptions used in estimating the projected position.
- To review achievement of cost improvements and income generation activities in line with the Trust Delivery Plan.
- To receive regular updates on actions taken by the Director of Finance to ensure the provision of effective and sound financial management and information.
- To ensure the Director of Finance provides assurance that adequate training is delivered on an on-going basis to budget holders to enable them to manage their responsibilities.
- To assist and recommend training for SMT and Board, as appropriate.

6.6 Consider and approve relevant policies.

## **7 REPORTING**

7.1 The Minutes of Committee meetings shall be formally recorded and submitted to the Board following approval by the Committee. After each meeting, the relevant Co-Chair of the Committee shall make a written report to the next Trust Board meeting. At any point, the Co-Chair shall draw to the attention of the Board any issues that require disclosure to the full Board or require executive action.

7.2 The Committee will report to the Board annually on its work in support of the Governance Statement, specifically commenting on the fitness for purpose of the Assurance Framework, the completeness and embeddedness of risk management in the organisation, the integration of governance arrangements and the appropriateness of the self-assessment against quality and assurance standards.

7.3 The Co-Chairs shall liaise with the Chairs of other Committees on any issues or matter which may be relevant to their areas of responsibility.

## **8 REVIEW**

8.1 The Terms of Reference should be reviewed annually.

## **9 OTHER MATTERS**

9.1 The agenda will be sent to members at least five working days before the meeting and supporting papers, wherever possible, shall accompany the agenda, but will be dispatched no later than three working days before the meeting, save in an emergency.

9.2 An explanatory cover note will be provided for each agenda item.