

Employee Strategy and Engagement Committee		Date:	6 August 2015
Agenda item	Title	Executive Director lead and presenter	Report author
BD/15/141	Review of the ESEC Transition	Emma Roberts	Hannah Dennis, Head of Corporate Governance
This report is for:			
Decision			
Discussion			X
To Note			
History			
<i>None.</i>			
The following impacts have been identified and assessed within this report			
Equality			
Quality	X		
Privacy			
Executive summary of key issues			
<p>The Employee Strategy and Engagement Committee (ESEC) was set up in 2012 as a time-limited sub-Committee of the Trust Board. This paper presents the arrangements for the transition of its assurance duties to the Finance and Planning Committee and Quality and Standards Committee, and advises of the role of the Strategic Workforce Group.</p> <p>These arrangements will be approved by the Trust Board following discussion by the Committee. The Committee should discuss the report.</p>			
This report addresses these strategic priorities:			
We will deliver the best care			X
We will support and develop our staff			X
We will continually improve what we do			X
We will use our resources wisely			X
We will be future focussed			X

1 Introduction

The Employee Strategy and Engagement Committee (ESEC) was set up in 2012 as a time-limited sub-Committee of the Trust Board to focus on driving improvement in the quality of staff engagement and workforce strategy within the Trust.

The Committee has been in operation for three years and it is recognised that the assurance functions of the Committee can now be fulfilled by the Finance and Planning and Quality and Standards Committees, supported by a Strategic Workforce management group driving operational delivery.

2 Terms of Reference

2.1 Allocation of role and duties

The role and duties of ESEC as defined in its Terms of Reference are re-allocated to the Finance and Planning Committee and Quality and Standards Committee, or will be taken on by the Strategic Workforce Group.

The Terms of Reference of all Trust Committees are based on the governance conditions defined in section FT4 of the Monitor Provider License. There are no requirements specifically allocated to ESEC. Those duties defined have been identified by the Trust Board as areas of assurance it requires of Trust management.

The table below confirms the reallocation of these roles.

Role/Duty	Strategic Workforce Management Group	Finance and Planning Committee	Quality and Standards Committee
Strategy and Planning			
To endorse all workforce, equality and diversity and human resources strategies, recommending these to the Trust Board for approval and implementation.			X
To oversee the development and implementation of the workforce planning framework and annual workforce plans.	X	X	
To monitor the development of Trust plans for talent management, succession planning, staff engagement, performance and reward, learning and development, and recognition strategies and policies.	X		
To oversee and monitor the development and implementation of redesign and modernisation of the workforce and organisational development strategy and plans.			X
To assure itself that any Human Resources issues associated with any proposed external partnership opportunities and plans have been appropriately and fully		X	

considered and consulted upon.			
Capability and Culture			
To assure itself of the existence and effective operation of systems to ensure that the Trust has in place personnel on the Board, reporting to the Board and within the rest of the Trust who are sufficient in number and appropriately qualified and competent to ensure compliance with requirements of its regulators, including the Conditions of the Monitor Provider Licence upon commencing operation as a Foundation Trust.			X
Process and Structures			
To seek assurance that the Trust has established and effectively implemented systems and/or processes to ensure it actively engages on quality of care with staff and other relevant stakeholders and takes into account as appropriate views and information from these sources.			X
To satisfy itself that systems and/or processes are established and effectively implemented to obtain and disseminate accurate, comprehensive, timely and up to date information for Board and Committee decision-making. (FT4 5(e))		Existing	Existing
Measurement			
To assure itself of the efficacy and quality of performance monitoring of annual workforce and Organisational Development indicators.		X	
To assure itself using defined metrics, of the efficacy of processes and structures in place to manage human resources, workforce planning and development, learning and development and organisational development.		X	X

2.2 Strategic Workforce Group

The Strategic Workforce group will retain operational duties related to initial planning and monitoring of approved workforce development and staff engagement plans.

2.3 Finance and Planning Committee

The Finance and Planning Committee will take on duties related to workforce data, workforce planning and associated monitoring, as well as oversight of employee issues related to partnership working arrangements. The Finance and Planning Committee will also take on duties pertaining to Organisational Development.

2.4 Quality and Standards Committee

The Quality and Standards Committee will take on duties related to strategic decision making, planning and associated processes. The Quality and Standards Committee will take on the majority of assurance activities of ESEC.

2.5 Revised Terms of Reference

Revised Terms of Reference for the Finance and Planning Committee and Quality and Standards Committee are attached at Appendix 1 and 2.

3 Membership

3.1 Quality and Standards Committee

The Executive Director of Resources holds the Executive role within ESEC, supported by the Director of Organisational Development. The current Non-Executive Chair of ESEC is currently also a member of the Quality and Standards Committee and will remain so.

The Executive Director of Resources and the Director of Organisational Development will be invited to attend on request of the Committee.

3.2 Finance and Planning Committee

There will be no change to the membership of the Finance and Planning Committee. The Executive Director of Resources is the lead Executive for the Finance and Planning Committee and will remain so.

3.3 Strategic Workforce Group

It is the Trust's policy that all management groups are chaired by an Executive Director. It is recommended that the Executive Chair is a member of the Clinical Executive to ensure that the group maintains a clinical focus whilst continuing to drive improvements in staff engagement and organisational development.

The Executive Director of Nursing and Quality or the Executive Medical Director will chair the Strategic Workforce Group, supported by the Director of Organisational Development.

Staff-side representation is to continue at the Strategic Workforce Group.

4 Work plans

Revised work plans for the Finance and Planning Committee and Quality and Standards Committee have been prepared based on the above re-allocation of duties. These are attached as appendices 4 and 5.

A draft work plan for the Strategic Workforce Group is provided as appendix 6. This will be further developed when the group begins meeting.

5 Timeline

ESEC meets quarterly. The final meeting of ESEC will take place on 6 August 2015. The Finance and Planning Committee and Quality and Standards Committee will take on the duties of ESEC from 1 October 2015 following Board approval of the revised Terms of Reference on 30 September 2015.

6 Recommendation

The Committee should **note** the report.