

Strategic Workforce Group

Appointed by Directors Team

Reports and accountable to the Directors Team

(Non-statutory)

Approved by the Directors Team on [...]

Overview

The Strategic Workforce Group is a formally constituted part of the internal governance arrangements of the Trust.

Summary of purpose and objectives

The group will support delivery of Trust priorities through ensuring that the Trust's workforce strategies and policies are aligned with the Trust's strategic aims and encourage a patient-centred culture where engagement, development and innovation are supported.

Role and duties

- To co-ordinate effective implementation of the Board approved AWP Workforce and Organisational Development Strategy.
- To develop workforce related strategies and policies (e.g. health and wellbeing, workforce development, recruitment and retention, leadership and talent management) and programmes of work, ensuring alignment and coordination of activity to maximise impact.
- To review workforce data and associated risks, using this to inform workforce planning and development.
- To oversee the development and implementation of the workforce planning framework and annual workforce plans
- To monitor the development and impact of Trust plans for talent management, succession planning, staff engagement, performance and reward, learning and development and recognition strategies and policies.
- To develop a work plan for the group, to be approved by the Directors Team, and report progress to the same group.
- To facilitate and embed learning arising from clinical and personnel-related incidents through a coordinated response by members.
- To understand the workforce impact of service growth and business development and ensure organisational readiness to support and develop staff joining AWP.

Scope

The information the group will use to undertake its duties will include

- Workforce reports e.g. Workforce Performance and Development Report, Locality Workforce Development Dashboards and Board Assurance Dashboard
- Locality Deep Dive presentation
- Staff feedback (Annual Staff Survey; Staff Friends and Family)
- HR Report (including recruitment and retention information)
- Equality and Diversity information and plans
- Staff engagement plans

- Learning from incidents report
- Business Development plans (workforce element)

Membership

The membership will comprise the Director of Nursing/Medical Director (Chair), Director of Resources, Director of Organisational Development, Director of Operations, Managing Director (Representative), Staff Side Representative, Head of Learning and Development, Head of HR, Workforce Planning Manager, Head of Staff Engagement and Talent Management and Equalities and Diversity Lead.

Accountability/reporting requirements

- This Group is accountable to the Directors Team.
- Minutes will be prepared after each meeting of this Group and circulated to members of the Group and others as necessary. These will be reported at the next meeting of the Directors Team following the meeting of the Group.
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- The Group will draw to the attention to any other Management Group any issues which it believes requires that forum's consideration.

Limitations of authority

Save as is expressly provided in the Terms of Reference, the Group shall have no further power or authority to exercise, on behalf of the Board, any of its functions or duties.

Meeting requirements

Quorum

The quorum for meetings of the Group shall be two executive directors plus 50% of remaining membership.

Alternates

The Chair must be an executive director, when a member of the Clinical Executive is unavailable another executive director shall chair. Deputy Directors may act as nominated substitute/ deputy in the unavoidable absence of any executive director and this attendance will count towards the quorum.

Invitees

A representative from the Communications Team shall be invited. The Group shall invite any member of staff as required to discharge its roles and duties.

Frequency of Meetings

The Group will meet on a quarterly basis with two additional seminars (April and September) to permit an in depth review of workforce development plans and implementation.

Administration of Committee

The [...] shall provide appropriate administrative support, guidance and advice to the Chair and Group members.

Notice of meetings

Terms of Reference

Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be available to each member of the Group and other persons required to attend no later than [...] working days before the date of the meeting, unless it is deemed inappropriate to wait until the next meeting.

Agendas

The format and content of the agenda will be agreed by the Executive Chair of the Group.

Lead contact

Identify lead contact here

Monitoring effectiveness

In order to support the continual improvement of governance standards this Group is required to complete a self-assessment of effectiveness at least annually and advise the Directors Team of any suggested amendments to these Terms of Reference which would improve governance arrangements. The process for monitoring will take the form of a report to the Committee on the work of the Group, membership and attendance.

Review

The Terms of Reference of this Group must be reviewed and subsequently approved by the Directors Team annually.