



**St Helens**  
**Clinical Commissioning Group**

**Human Resources & Organisational Development Committee**

**TERMS OF REFERENCE**

<b>HR &amp; OD Committee Terms of Reference</b>	
<b>Version</b>	<b>6</b>
<b>Implementation Date</b>	<b>15<sup>th</sup> August 2017</b>
<b>Review Date</b>	<b>July 2019</b>
<b>Approved By</b>	<b>Governing Body</b>
<b>Approval Date</b>	<b>15<sup>th</sup> August 2017</b>

The Human Resources (HR) and Organisational Development (OD) Committee (the Committee) is established in accordance with NHS St Helens Clinical Commissioning Group's (the CCG) Constitution, Standing Orders and Scheme of Delegation.

These terms of reference set out the membership, remit responsibilities and reporting arrangements of the Committee and shall have effect as if incorporated into the CCGs Constitution and Standing Orders.

## **1. Purpose**

The Committee is responsible for providing assurance to the Governing Body that all corporate duties in relation to this agenda are compliant. It will make recommendations to the Governing Body on determinations about HR, OD & Workforce, and E&D matters.

## **2. Remit and Responsibilities of the Committee**

### **2.1 Human Resources**

- Monitor all workforce performance targets and recommend remedial action plans when performance is below target.
- Consider and review workforce plans in line with CCG management costs
- Ensure staff values within the NHS Constitution and Clinical Commissioning Group Constitution are upheld with reference to the equality impact of programmes of change
- Consider national and regional strategies and the development of workforce responses

### **2.2 Organisational Development**

- Approve Organisational Development Strategy / Plans and monitor implementation of plans.
- Contribute to the development of competence and skills based assessment and planning methodologies to support the Clinical Commissioning Group, Governing Body and staff development
- Commission an annual staff survey, and review outcomes, and action plans

### **2.3 Governance**

- Approve new HR Policies and Procedures on behalf of the Governing Body
- Review and monitoring risks on GBAF/Corporate Risk Register to ensure that any identified risks allocated to the Committee are actioned appropriately and that assurance is sought.
- Overseeing implementation of the CCG's E & D strategic objectives, with particular focus on equality objectives and E&D workforce plan

- Agree an annual Committee Work Plan and ensure the output from the Committee is accurately reflected in the Annual Report

### **3. Membership**

#### Voting membership

- Lay Chair Governing Body (Committee Chair)
- Clinical Chief Executive (or Deputy Chief Executive)
- 1 x Lay Member of the Governing Body
- 1 x GP Governing Body Member
- Associate Director; Corporate Governance
- Senior HR Business Partner

#### In Attendance

- Equality & Diversity Governance Lead
- OD Associate

Other relevant Officers will be invited to attend in line with agenda items

### **4. Quorum**

- Committee Chair
- Clinical Chief Executive (or Deputy Chief Executive)
- Two other members (one of whom will be a GP GB member)

### **5. Frequency of meetings**

The Committee shall meet quarterly.

### **6. Sub-Groups**

The Committee will determine the requirement for sub-groups to support the work of the Committee and will agree the Terms of Reference of such groups; for example OD Taskforce Group, Health & Well-Being Group. Any such groups will provide regular reports to the Committee.

### **7. Reporting**

The Committee will submit a Key Issues report, summarising decisions taken by the Committee and, where appropriate, raise matters for approval by the Governing Body. This Committee will also prepare reports at the request of the Governing Body. Ratified minutes of the Committee will be made available to Governing Body

## **8. Responsibility of Committee Members and Attendees**

Members of the Committee have a responsibility to:

- Attend meetings, having read all papers beforehand.
- Act as 'champions', disseminating information and good practice as appropriate.
- Identify agenda items to the Secretary at least fifteen working days before the meeting.
- Submit papers at least ten working days before the meeting.
- Make open and honest declarations of their interests at the commencement of each meeting notifying the Committee Chair of any agreed management arrangements, or to notify the Committee Chair of any actual, potential or perceived conflict in advance of the meeting.
- Uphold the Nolan Principles and all other relevant NHS Code of Conduct requirements.

## **9. Administrative Arrangements**

The Committee will be supported by an appropriate Secretary who will be responsible for supporting the Chair in the management of the Committee's business. This will include conflicts of interest, quoracy, and the co-ordination of an annual committee effectiveness review.

The Secretary will also ensure:

- Correct minutes are taken and once agreed by the Chair, distributing minutes to the members within five working days of the meeting taking place.
- A Key Issues report is produced following the meeting and submitted to the next meeting of the Governing Body.
- An Action Log is produced following each meeting and any outstanding actions are carried forward until complete.
- The agenda and accompanying papers are distributed to members five working days in advance of the meeting date.
- The papers of the Committee are filed in accordance with NHS St Helens CCG policies and procedures
- Attendance at meetings is recorded for annual reporting purposes.

## **10. Date and Review**

These Terms of Reference approved by the Governing Body on 15<sup>th</sup> August, 2017.