HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT COMMITTEE

Terms of Reference

The Committee will advise the Governing Body on all Human Resources (HR) and Organisational Development (OD) matters.

The Committee is established in accordance with NHS Halton 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.

1. Membership

- Lay Member (Chair)
- Lay Member (Vice-Chair)
- Chief Officer
- Head of Corporate Services Governing Body Practice Manager Representative

In Attendance

- Human Resources Business Partner Organisational Development Lead
- Other relevant Officers and Staff Side representation will be invited in line with agenda items

2. Quorum

The Committee will be quorate where 2 members of the Governing Body are present.

3. Remit and responsibilities

The Committee will:

- Contribute to the development of and oversee the implementation of the HR and OD Plan for the CCG.
- Contribute to the development of competence and skills based assessment and planning methodologies to support CCG development.
- Consider and review workforce plans in line with CCG management costs.
- To ensure that staff on national terms and conditions are fairly rewarded having proper regard to the organisation’s circumstances and performance and to the provisions of any national arrangements or guidance where appropriate
• Ensure staff values within the NHS Constitution are upheld throughout the CCG

• As a sub-committee of the Governing body, approve HR and OD Policies and Procedures (including disciplinary arrangements) on behalf of the Governing Body.

• Review and provide assurance in relation to the organisation's responsibilities with regard to Public Sector Equality duty/legislation (in relation to employment and staffing).

• Consider national and regional strategies and develop a local CCG response.

• Monitor all workforce performance targets and recommend remedial action plans when performance is below target.

4. Frequency of meetings

The Committee shall meet quarterly.

5. 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.

6. 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 eleven 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.

7. Administrative Arrangements

The Committee will be supported by an appropriate Secretary that will be responsible for supporting the Chair in the management of the Committee’s business.

The Secretary will 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.

• They provide appropriate support to the Chair and Committee members.

• The papers of the Committee are filed in accordance with NHS Halton CCG policies and procedures.

The Work Plan will be agreed at the start of each financial year and will be approved by the Governing Body.

8. Date and Review

These Terms of Reference were ratified by the Governing Body on 2nd October 2014

Version: [2]
Review date: [September 2015]