



## LINDSEY LODGE HOSPICE AND HEALTHCARE

### Workforce Committee

#### Terms of reference

#### **The Committee**

The Workforce Committee shall have terms of reference and powers and be subject to those conditions that the Board of Trustees (Board) shall decide and shall act in accordance with any legislation and regulation or direction issued by the Board. The Workforce Committee reports to the Board of Trustees.

#### **1. Role & Responsibilities**

The role of the committee is to provide assurance to the Board of Trustees that Lindsey Lodge Hospice and Healthcare is appropriately governed and well managed across the full range of workforce activities and to provide internal and external assurance relating to Workforce management by:

- ensuring that Workforce policies are legal, reasonable and updated regularly.
- ensuring compliance with employment law
- reviewing terms and conditions of employment to reflect organisational needs and Hospice strategy.
- reviewing organisational change proposals in order to assess impact, ensure organisational needs are met, and comply with employment law.
- ensuring that individual performance reviews and appraisals take place
- advising and contributing to the management of staff disciplinary and grievance matters
- advising and contributing to matters regarding the management of sickness absence
- reporting after each meeting to the Board of Trustees
- reviewing and overseeing the Hospice's strategy for the recruitment and retention of staff and volunteers to include ensuring effective succession planning and leadership development are integral elements of the recruitment and retention strategy
- reviewing the establishment and maintenance of effective systems of Workforce management to ensure appropriate workforce information provision to support effective decision making.
- ensuring suitability of staffing including learning, development and oversight of professional standards.
- to review and oversee the development of a strategy on training and education for the workforce
- to ensure an appropriate strategy is in place to support the physical and mental wellbeing of the workforce
- to ensure appropriate arrangements are in place to recruit, retain and deploy the volunteer workforce.
- to ensure appropriate arrangements are in place to recruit, retain and offer appropriate development to Trustees.
- ensuring the establishment and maintenance of quality governance, risk management and internal control, relating to staff and volunteer experience



- agreeing ex-gratia payments to staff as and when deemed appropriate
- reviewing the arrangements for the effective engagement of both volunteer and staff workforce.

## **2. Membership of the Committee**

The committee shall comprise three Trustees, the Workforce Senior Manager, the Chief Executive, Senior Managers and Clinical Support Service Manager.

Other Trustees and team leader's managers may be invited to attend by the Chair, particularly when the committee is discussing an issue that is the responsibility of that manager or staff member.

## **3. Quorum**

The quorum shall be three members of the committee, one member to be a trustee.

## **4. Chair of the Committee**

The Chair of the committee shall be a Trustee selected by the Board. In their absence their place shall be taken by the Deputy Chair identified by the Board.

## **5. Meetings**

The Workforce Committee shall meet at least four times per year. The Chair can at any time convene additional meetings of the committee to consider business that requires urgent attention.

## **6. Notice of meetings**

Meetings of the Workforce Committee shall be called at the request of the Chair. Notice of each meeting, including an agenda and supporting papers shall be forwarded to each member of the committee not less than five working days before the date of the meeting.

## **7. Reporting to the Board of Trustees**

The minutes of each meeting of the Workforce committee shall be reported to the next meeting of the Board. The Chair shall draw to the attention of the Board of Trustees any issues that require disclosure or executive action, together with reports of particular interest or importance completing a highlight report.

## **8. Terms of Reference**

The committee must review and update these terms of reference every two years.

## **9. Authority**

The committee is authorised by the Board of Trustees 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.

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**Last Review** – December 2021

**Review Due** – December 2023