



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Abertawe Bro Morgannwg
University Health Board



Workforce and OD Forum Terms of Reference

1. INTRODUCTION

The Workforce and Organisational Development (OD) Forum has been established to support the role and function of workforce and OD throughout ABMU Health Board.

2. PURPOSE

The Workforce and OD Forum provides a means of systematically managing the workforce and OD agenda within the health board including the sharing of best practice. The main purpose of the forum is to ensure workforce and OD mechanisms are operating effectively and consistently across the health board and to escalate risks relating to workforce and OD to the executive board, senior leadership team and health board via appropriate sub-committee.

3. OBJECTIVES

The objectives of the forum are:

- to provide an arena for the sharing of best practice in relation to the workforce agenda;
- to discuss and develop the health board's people and organisational development strategies ensuring that they are consistent with the board's strategic direction, workforce priorities and with any requirements/standards set for NHS bodies in Wales;
- consider the implications for workforce planning arising from the development of health board strategies and plans or those of its stakeholders and partners, including those arising from joint (sub) committees of the board. Identifying and informing strategic workforce issues and ensuring these are reflected in the integrated medium term plan (IMTP);
- To discuss and develop workforce modernisation plans, to ensure the sustainability of current and future workforce models;
- To consider recruitment and retention across the health board and develop plans to improve this including workforce re-profiling to support workforce modernization;
- Consider organisational development implications and advise in the development of plans required to deliver the change in culture, effective leadership, innovation and continuous improvement and processes required by the health board;
- Support the development of interventions to enhance staff engagement and experience, to include further embedding of organisation's values;
- Review the outcomes of national and health board staff surveys to inform action and improvement plans;
- To consider data and evidence available in relation to workforce performance and service delivery, monitoring workforce performance indicators. This may include discussing and advising on action in response to trends, themes and issues arising from health board data, national reviews, audits, advisory bodies and reported concerns;
- To seek comparisons to organisations inside and outside of Wales so that benchmarking can be used to drive up standards;
- Monitor employee relations activity across the organisation to identify trends and agree relevant strategy for issues identified;
- Discuss and proactively address the educational needs of the current and future workforce.

4. ORGANISATION

Executive sponsor: Director of Workforce and OD

Membership:

- Director of Workforce and OD (chair) or designated deputy
- Chief Operating Officer (vice-chair) or designated deputy
- Director of Nursing and Patient Experience or designated deputy
- Medical Director or designated deputy
- Assistant Directors of Workforce and OD
- A service director
- A unit medical director
- A unit nurse director
- A workforce representative from each service delivery unit
- Trade union

By invitation

The forum chair may extend invitations to attend forum meetings as required.

Secretariat

As determined by the Director of Workforce and OD.

5. MEETINGS

• **Quorum**

At least seven members must be present to ensure the quorum of the forum, including the chair or vice-chair.

• **Reporting**

The forum will provide an assurance report to the executive board and/senior leadership team on a bi-monthly basis.

• **Frequency of Meetings**

Meetings will be held bi-monthly.

• **Organisation of meetings**

Requested papers will be received by the forum secretary at least 10 days before a meeting and circulated to members via email seven days in advance of a meeting.

• **Evaluation of the Forum**

Forum members will undertake an annual self-assessment to determine its effectiveness which will be the responsibility of the chair.

6. KEY RELATIONSHIPS

The forum will provide assurance and be accountable to the executive board.

Each service delivery unit and lead of relevant group should provide an assurance report to the forum for their areas of responsibility in relation to workforce.

7. REPORTING AND ASSURANCE ARRANGEMENTS

The forum will report to the executive board and/or senior leadership team and will provide regular assurance reports to the relevant board sub-committee.

8. REVIEW

These terms of reference will be reviewed annually by the forum.