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CYMRU  
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WALES

Bwrdd Iechyd Prifysgol  
Bae Abertawe  
Swansea Bay University  
Health Board



<b>Meeting Date</b>	<b>13 December 2022</b>	<b>Agenda Item</b>	<b>2.5</b>
<b>Report Title</b>	Workforce and OD Committee Terms of Reference		
<b>Report Author</b>	Liz Stauber, Head of Corporate Governance		
<b>Report Sponsor</b>	Hazel Lloyd, Director of Corporate Governance		
<b>Presented by</b>	Hazel Lloyd, Director of Corporate Governance		
<b>Freedom of Information</b>	Open		
<b>Purpose of the Report</b>	The purpose of the report is to set out proposed updates to the terms of reference for the Workforce and OD Committee for approval.		
<b>Key Issues</b>	<p>The terms of reference are required to be reviewed annually in-line with the health board's governance framework and good governance principles. Failure to do so could result in the committee not discharging its duties appropriately putting the health board's governance arrangements at risk. This process was undertaken in June 2022 and minor formatting changes were agreed.</p> <p>There is now a proposed change to the content of the terms of reference: relating to Suspensions under the Upholding Professional Standards in Wales Policy.</p>		
<b>Specific Action Required (please choose one only)</b>	<b>Information</b>	<b>Discussion</b>	<b>Assurance</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input checked="" type="checkbox"/>
<b>Recommendations</b>	<p>Members are asked to :</p> <ul style="list-style-type: none"> <li><b>NOTE</b> the changes to the terms of reference and <b>AGREE</b> submission for board approval</li> </ul>		

## TERMS OF REFERENCE FOR THE WORKFORCE AND OD COMMITTEE

### 1. INTRODUCTION

The purpose of the report is to set out proposed updates to the terms of reference for the Workforce and OD Committee for approval.

### 2. BACKGROUND

In line with standing orders (and the health board's scheme of delegation), the board nominated a committee to be known as the Workforce and OD Committee. As such, terms of reference were developed to set out its role, responsibility and operating arrangements.

### 3. GOVERNANCE AND RISK ISSUES

The terms of reference are required to be reviewed annually in-line with the health board's governance framework and good governance principles. Failure to do so could result in the committee not discharging its duties appropriately putting the health board's governance arrangements at risk. This process was undertaken in June 2022 and minor formatting changes were agreed.

There is now a proposed change to the content of the terms of reference: relating to Suspensions under the Upholding Professional Standards in Wales Policy.

The [Upholding Professional Standards in Wales](#) policy 'sets out the approach for addressing concerns about capability, performance and conduct for all doctors and dentists'. It requires that any formal investigation has an independent member allocated as a designated board member to ensure the process is followed correctly and at an appropriate pace. Part of this role requires a report to the board when an exclusion exceeds six months. As the health board has a Workforce and OD Committee, it has delegated responsibility to overseeing any medical suspensions to this forum and it is proposed that this also now include the six-month report from any designated board member. The purpose of this is to keep the independent members not on the committee 'clean' should an appeal need to be heard once the initial process has concluded. This change is set out on page four of the terms of reference.

### 4. FINANCIAL IMPLICATIONS

There are no financial implications for the committee to consider.

### 5. RECOMMENDATION

Members are asked to:

- **NOTE** the changes to the terms of reference and **AGREE** submission for board approval

<b>Governance and Assurance</b>		
<b>Link to Enabling Objectives</b> <i>(please choose)</i>	<b>Supporting better health and wellbeing by actively promoting and empowering people to live well in resilient communities</b>	
	Partnerships for Improving Health and Wellbeing	<input checked="" type="checkbox"/>
	Co-Production and Health Literacy	<input type="checkbox"/>
	Digitally Enabled Health and Wellbeing	<input type="checkbox"/>
	<b>Deliver better care through excellent health and care services achieving the outcomes that matter most to people</b>	
	Best Value Outcomes and High Quality Care	<input checked="" type="checkbox"/>
	Partnerships for Care	<input checked="" type="checkbox"/>
	Excellent Staff	<input checked="" type="checkbox"/>
	Digitally Enabled Care	<input type="checkbox"/>
	Outstanding Research, Innovation, Education and Learning	<input checked="" type="checkbox"/>
<b>Health and Care Standards</b>		
<i>(please choose)</i>	Staying Healthy	<input type="checkbox"/>
	Safe Care	<input type="checkbox"/>
	Effective Care	<input type="checkbox"/>
	Dignified Care	<input type="checkbox"/>
	Timely Care	<input type="checkbox"/>
	Individual Care	<input type="checkbox"/>
	Staff and Resources	<input checked="" type="checkbox"/>
<b>Quality, Safety and Patient Experience</b>		
Ensuring the committee carries out its business appropriately and aligned with standing orders is a key factor in the quality, safety and experience of patients receiving care.		
<b>Financial Implications</b>		
No financial implications for the committee to be aware of.		
<b>Legal Implications (including equality and diversity assessment)</b>		
It is essential that the committee complies with its standing orders, for which its responsibilities are outlined in its terms of reference.		
<b>Staffing Implications</b>		
No staffing implications for the committee to be aware of.		
<b>Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)</b>		
The approval of the terms of reference will enable the committee to continue as the main assurance committee to the board.		
<b>Report History</b>	The terms of reference are received by the committee annually for review.	
<b>Appendices</b>	The revised terms of reference are attached as appendix one.	