



Document title: **Resourcing and Retention Improvement Programme Board Terms of Reference**

Document number: **TOR**

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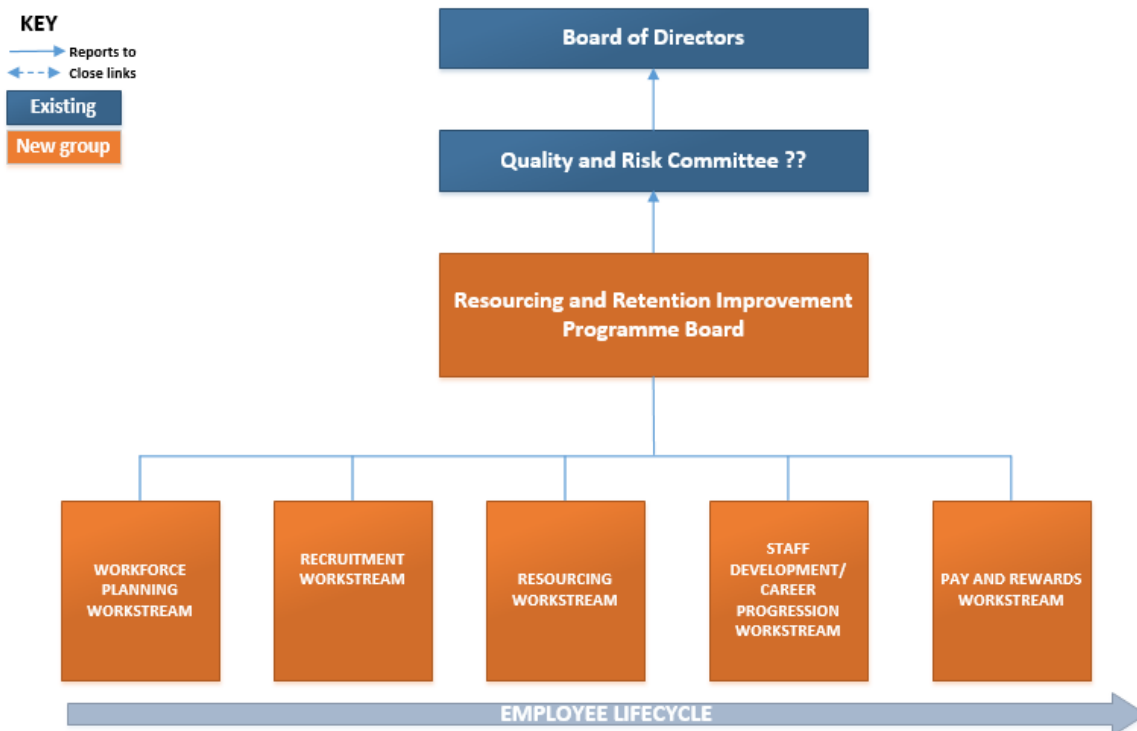
Key points of this document

- Terms of Resourcing and Retention Improvement Programme Board

1 Purpose/Objectives

- 1.1 The Programme Board is the senior decision-making group for the organisation responsible for the delivery of the trust's resourcing and retention improvement programme.
- 1.2 The Board is responsible for the identification, delivery and realisation of opportunities to think and work differently to enhance resourcing and retention of staff, utilising national and regional guidance and initiatives to bring into the workplace.
- 1.3 The Programme Board exists to provide a formal forum for the collective ownership and oversight of the following workstreams:
 - a. Workforce Planning
 - b. Recruitment
 - c. Resourcing
 - d. Employee Development and progression
 - e. Pay and rewards
- 1.4 The Programme Board will provide assurance to Quality and Risk Committee.

2. Reporting Structure



3. Duties

- 3.1 To receive and review reports, plans and metrics from each workstream.
- 3.2 To monitor and review performance against agreed plans for each workstream, and to provide critical challenge and support to colleagues in pursuit of their delivery of actions within agreed deadlines.
- 3.3 Monitor and review the Board Assurance Framework (BAF) and action those areas that fall within the remit of the Programme Board.

- 3.4 To agree key recommendations with key areas for escalation to be taken forward to the Quality and Risk Committee.

4 Scope

4.1 In scope

- All non-medical workforce staff groups
- Recruitment processes
- Preferred recruitment IT platform - NHS jobs versus TRAC
- Roles and responsibilities for recruitment - of recruitment team, service/clinical managers and others
- Career pathways
- Bank and recruitment
- Career development - widening access
- Staff retention
- Flexible working
- **Staff benefits**

4.2 Out of scope

- Medical staffing
- Roster management
- Line managers training
- Staff health and well being
- Leadership development
- Values and behaviours
- Compassionate and collective leadership programme
- Equality, diversity and inclusion

5. Outcomes

The programme will seek to achieve the following outcomes:

- Sustained reduction in staff vacancies
- Reduced staff turnover
- Increase use of bank staff
- Decrease in overtime and agency spend
- Reduction in advert to fill rate

6. Membership/Attendance:

Membership

- 6.1 The Programme Board shall be made up of:
Director of Workforce and Organisational Development – Co Chair
Chief Nurse – Co Chair
Deputy Director of Workforce and OD
Deputy Chief Nurse
Programme Manager – Strategic Projects Team
Chief AHP
Chief Pharmacist
Deputy Director of Finance
Deputy Director of Digital
Assistant Director of Education
Head of Workforce Information
Head of Resourcing
One x Head of Nursing

One x Matron
One x Operations Manager
Director of Operations for Clinical Administration
Operations Manager – Estates and Facilities
Principal Cardiac Physiologist

Administrator

6.2 Quorum

The Programme Board requires a minimum of:

- a Co-Chair
- either the Deputy Director of Workforce and OD or Deputy Chief Nurse
- five other members

6.3 Attendance

Only members of the Programme Board have the right to attend meetings; however other staff will be invited as necessary.

7 Meetings

- 7.1 In the event of the Chair being unable to attend, the remaining members should elect a remaining member as Chair for the meeting.
- 7.2 The Programme Board will meet monthly
- 7.3 The Programme Board will last no longer than 1.5 hours.
- 7.4 Attendance will be a priority for all members.
- 7.5 Members will nominate a deputy to attend in their absence.
- 7.6 Meetings will start and finish at the agreed time.
- 7.7 Agendas and briefing papers should be prepared and circulated by an administrator in sufficient time for the members to give them due consideration, normally three working days in advance
- 7.8 The Programme Manager – Strategic Projects Team will provide risk management reports and issues log to every to ensure that risks are identified and managed and issues resolved.
- 7.9 Action notes will be circulated within 5 working days of the meeting.
- 7.10 Minutes should be formally recorded and distributed to members within 10 working days of the meetings.
- 7.11 The Chair will present a written Chair’s Report to the Quality and Risk Committee.

8 Equality Statement

The Committee will ensure that these terms of reference are applied in a fair and reasonable manner that does not discriminate on such grounds as age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race including nationality and ethnicity, religion or belief. sex, or sexual orientation.

Further document information

Approved by Executive Director/local committee (required for all documents):	Director of Workforce and Organisational Development
Approval date <i>(this version):</i>	XXX
Approved by Board of Directors or Committee of the Board (required for Strategies and Policies only):	Not required

Resourcing and Retention Improvement Programme
Terms of Reference

Date:		XXX					
This document supports: <i>standards and legislation – include exact details of any CQC & NHSLA standards supported</i>							
Key related documents:							
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Groups:	Disability	Race	Gender	Age	Sexual orientation	Religious & belief	Other
Yes/No:	No	No	No	No	No	No	No
Positive/ Negative:							
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