

STAFF GOVERNANCE COMMITTEE
TERMS OF REFERENCE



1. Role of the Committee

- 1.1 To support and maintain a culture within the organisation where the delivery of the highest possible standard of staff management is understood to be the responsibility of everyone working within the system and is built upon partnership and collaboration.
- 1.2 To ensure that robust arrangements are in place around the implementation of the Staff Governance Standard so that staff are:
- well informed;
 - appropriately trained;
 - involved in decisions which affect them;
 - treated fairly and consistently; and
 - provided with an improved and safe working environment.

2. Composition of the Committee

2.1 Membership

- 2.1.1 The Committee will comprise:
- Non-Executive Chairman
 - Non-Executive Chairman of the EQIPP Committee
 - Non-Executive Board Member x 2
 - Employee Director (Non-Executive Board Member)
 - Chief Executive
 - Nurse Director
 - Two Partnership Forum Nominated Staff Representatives
- 2.1.2 The Committee Chairman shall be appointed by the Board at a properly constituted meeting.
- 2.1.3 The Board Chairman can be a Member of the Committee and has the right to attend its Meetings.
- 2.1.4 Membership of the Staff Governance Committee shall be disclosed in the Annual Report and Accounts.
- 2.1.5 Appropriate training and development will be provided to ensure that members of the Committee have the skills and knowledge to carry out this role.

2.2 Attendance

- 2.2.1 Other Board Members may attend Meetings of the Committee and have access to papers, should they so wish, except where the Committee resolves otherwise.

- 2.2.2 The Director of HR & CA, Director of Finance (& Technology) and the Director of Service Delivery shall normally attend meetings.
- 2.2.3 Meetings may be attended, in whole or in part, exclusively by Committee Members, as considered appropriate by the Committee Chairman.
- 2.2.4 The Committee Chairman should be available at the Annual Public Meeting to answer questions about the Committee's work, if required.

3. Meetings of the Committee

3.1 Frequency

- 3.1.1 The Committee shall meet as required, with Meetings normally to be held quarterly in each financial year, at a place and time as determined by the Committee and to coincide with key events during the year, e.g. Staff Governance return.
- 3.1.2 In addition, the Committee Chairman may convene additional Meetings of the Committee to consider business which may require urgent consideration.

3.2 Agenda and Papers

- 3.2.1 The Committee Chairman in conjunction with the Director of HR will set the Agenda for meetings.
- 3.2.2 The Agenda and supporting papers will be sent out at least five working days in advance of the meetings.
- 3.2.3 All papers will clearly state the agenda reference, the author, the purpose of the paper and the action the Committee is asked to consider.

3.3 Quorum

Three Members of the Committee shall constitute a quorum, of which two must be Non Executive Board Members and one Executive Director, and no business shall be transacted unless this minimum number of Members is present. For the purposes of determining whether a meeting is quorate, Members attending by either video or tele-conference link will be determined to be present.

3.4 Minutes

- 3.4.1 Formal minutes shall be taken of the proceedings of the Staff Governance Committee. These Draft Minutes shall be distributed for consideration and review, to the Chairman of the Meeting within five working days of the Meeting and distributed to the Members within ten working days of the Meeting.
- 3.4.2 The Draft Minutes shall then be presented at the next Meeting of the Committee for approval.

3.4.3 Once approved by Committee Members, Minutes shall be presented at the next available Board Meeting by the Committee Chairman. In addition, in the event of the Minutes not being available at the next Board Meeting, a verbal update on the business of the Committee shall be provided to ensure any questions Members of the Board may have can be addressed promptly or other matters highlighted.

4. Authority

4.1 The Committee is authorised by the Board, within its Terms of Reference, to investigate any activity in the operations of NHS 24. It is authorised to seek and obtain any information it requires from any employee and all employees of NHS 24 are directed to co-operate with any request made by the Committee.

4.2 The Committee is authorised by the Board to obtain external legal or other independent professional advice and to secure the assistance of people from outside NHS 24 or the wider NHS, with relevant expertise, if it is considered necessary.

5. Responsibilities of the Staff Governance Committee

5.1 The specific responsibilities of the Committee are as follows.

- commission the introduction of structures and processes which ensure that delivery against the Staff Governance Standard is being achieved;
- monitor and review personnel policies;
- monitor and evaluate strategies and implementation plans relating to people management;
- propose and support any policy amendment, funding or resource submission to achieve the Staff Governance Standard;
- take responsibility for the timely submission of all staff governance information required for national monitoring arrangements;
- monitor benefits realisation processes; and
- provide staff governance information for the Statement of Internal Control.

6. Reporting to the Board

6.1 In addition to providing the Board with the verbal updates and approved Minutes of Meetings as outlined in 3.4 above, the Staff Governance Committee shall produce an Annual Report to the Board to be presented by the Committee Chairman. The timing of this will align to the Board's consideration of the Chief Executive's Statement of Internal Control for the associated financial year.

6.2 The Committee has a duty to review its own performance and effectiveness, including running costs and terms of reference, on an annual basis.