

SANDWELL AND WEST BIRMINGHAM HOSPITALS NHS TRUST

WORKFORCE MONITORING SUBGROUP

Terms of Reference

1. Membership

The Committee will comprise:

- Deputy Director of Workforce
 - Deputy Medical Director
 - Head of Learning and Development
 - Head of Equality and Diversity
 - Assistant Director of Therapies
 - Assistant Director of Nursing (Workforce)
 - Trust Union Convenor
 - Workforce Information Manager
 - HR Manager (Equality and Diversity)
 - Workforce Business Administration Manager
 - Recruitment Manager
 - Post graduate deanery representative
 - Staff representative
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- Representatives from workforce user groups: BME, disability, LGB and HPC

A quorum will be four members, including the Chair or a nominated deputy.

The Chair of the Committee will be the Deputy Director of Workforce.

2. Attendance at meetings

Specialists will be invited to attend where an agenda item would benefit from their attendance.

The Assistant to the Deputy Director of Workforce will attend as secretary to the Steering Group and maintain minutes of the meetings.

3. Frequency of meetings

Meetings shall be held quarterly.

4. Purpose

The purpose of the Workforce Monitoring subgroup is to:

- Monitor the data collection and analysis and associated action plans relating to all elements of workforce employment/training.
- Ensure findings will be published and easily accessible to the public.
- Monitor the training and development of Trust employees and new employees in both equality and diversity awareness and undertaking workforce related impact assessments.

5. Objectives

- To oversee the implementation of the Single Equality Scheme action plan in relation to its workforce components and produce progress reports and action minutes.
- To monitor Trust recruitment procedures and associated training to ensure full compliance.
- To monitor the access to and training and development of all Trust employees including new employees to the Trust in both equality and diversity awareness.
- Monitor key HR employment functions, e.g. recruitment, disciplinary, grievances, PDR and training activity for any adverse impact and ensure that relevant data is prepared and made publicly available.
- To monitor the completion of Equality Impact Assessments (EIAs) and development and delivery of associated action plans in relation to workforce policies.
- To identify resources to support workforce improvements and make recommendations to the Equality & Diversity Steering Group as appropriate.
- To ensure policies and procedures related to workforce comply with equality legislation, are impact assessed and updated as appropriate.
- To review Trust's existing training provision and where appropriate make recommendations on the development of appropriate methodologies to ensure equality compliance.
- Review local population demography to allow meaningful comparisons with the Trust's existing workforce and inform the development of action plans as deemed appropriate.
- To monitor recruitment and retention of staff to ensure that there are no untoward trends related to the equality agenda, including analysis of employee leavers.
- To provide the Towards 2010 Programme with advice on workforce equality issues as deemed appropriate.
- Ensure the completion of an equal pay audit and ensure that any associated recommendations/actions are undertaken and reported to the Equality & Diversity Steering Group.

6. Accountabilities and Reporting arrangements

The Workforce Monitoring Subgroup is accountable to the Equality and Diversity Steering Group and will be expected to demonstrate that it has met its objectives and delivered its work plans. This will be monitored through regular progress reports at the quarterly meetings of the Steering Group.

7. Review

The Workforce Monitoring Subgroup's terms of reference will be reviewed on an annual basis.