



**GIG**  
CYMRU  
**NHS**  
WALES

Iechyd Cyhoeddus  
Cymru  
Public Health  
Wales

**Name of Meeting**  
People and Organisational  
Development Committee  
**Date of Meeting**  
6 October 2022  
**Agenda item:**  
6.1

## Review of Committee Terms of Reference

<b>Executive lead:</b>	Helen Bushell, Board Secretary and Head of Board Business Unit
<b>Author:</b>	Liz Blayney, Deputy Board Secretary and Board Governance Manager

<b>Approval/Scrutiny route:</b>	Helen Bushell, Board Secretary and Head of Board Business Unit
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**Purpose**

The Committees Terms of Reference were last reviewed in May 2022. Terms of Reference should be reviewed annually to ensure compliance with Standing Orders.

A suggested revised Terms of Reference are presented to the Committee, for a recommendation to the Board for approval.

<b>Recommendation:</b>				
APPROVE <input type="checkbox"/>	CONSIDER <input type="checkbox"/>	RECOMMEND <input checked="" type="checkbox"/>	ADOPT <input type="checkbox"/>	ASSURANCE <input type="checkbox"/>

The Committee is asked to:

- **Consider** the proposed changes to the Committees terms of reference;
- **Recommend** the revised terms of reference to the Board for approval.

**Link to Public Health Wales [Strategic Plan](#)**

Public Health Wales has an agreed strategic plan, which has identified seven strategic priorities and well-being objectives.

This report contributes to the following:

<b>Strategic Priority/Well-being Objective</b>	All Strategic Priorities/Well-being Objectives
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### Summary impact analysis

<b>Equality and Health Impact Assessment</b>	Not required
<b>Risk and Assurance</b>	The organisation will not be compliant with its Standing orders if an annual review of terms of reference is not undertaken.
<b>Health and Care Standards</b>	This report supports and/or takes into account the <a href="#">Health and Care Standards for NHS Wales</a> Quality Themes  Governance, Leadership and Accountability
<b>Financial implications</b>	N/A
<b>People implications</b>	N/A

## **1. Purpose / situation**

The purpose of this report is to present proposed revisions to the Committees terms of reference for consideration, and to recommend to the Board for approval.

## **2. Background**

The Committees Terms of Reference were last reviewed in May 2022.

The Terms of Reference of Committees should be reviewed at least annually to ensure compliance with Standing Orders.

Following feedback at Board in May 2022, the Terms of Reference have been amended to include the staff engagement and partnership working with Trade Unions as a specific item in the assurance section of the Terms of Reference. This amendment is presented to Committee, to recommend to the Board for approval.

## **3. Summary of changes to Committee Terms of Reference**

A full copy of the revised terms of reference are included at appendix 1 .

The proposed changes are intended to clarify the role of the Committee in ensuring effective arrangements are in place for Staff Engagement and partnership working with Trade Unions.

<b>Section</b>	<b>Proposed Amendment</b>
<b>Throughout</b>	No changes
<b>Introduction</b>	No changes
<b>Purpose</b>	No changes
<b>Remit</b>	Addition of the following in the bullet list: <ul style="list-style-type: none"> <li>• <i>'Staff Engagement and Partnership Working with Trade Unions'</i></li> </ul>
<b>Assurance</b>	Additional point at 1.9:  <i>'The arrangements for Staff engagement and partnership working with Trade Unions.'</i>
<b>Comment / Recommendation to Board</b>	No changes
<b>Delegated Decisions</b>	No changes
<b>Sub-Committee / Groups</b>	No changes
<b>Membership</b>	No changes
<b>Frequency of Meetings</b>	No changes
<b>Reporting and Assurance Arrangements</b>	No changes

#### **4. Recommendation**

The Committee is asked to:

- **Consider** the proposed changes to the Committees terms of reference;
- **Recommend** the revised terms of reference to the Board for approval.