

NHS South East London Integrated Care Board South East London Staff Health and Wellbeing Committee

Terms of Reference

14 June 2022

1. Purpose

The South East London Staff Health and Wellbeing Committee (SEL SHWBC) has a pivotal role in ensuring that the health and wellbeing of all staff delivering health and care services, regardless of employer, across South East London, is prioritised and all needs met. The SEL Health and Wellbeing Board has delegated authority from the SEL ICB People Board and has the responsibility to ensure that the commitments of the ICS partnership, the London Region and ultimately the national People Promise regarding health and wellbeing, are met for all staff.

The SEL SHWBC will be the senior central advisory committee for all funding allocations received by the ICB for the purposes of supporting staff health and wellbeing. The SHWBC will ensure that all staff, not just NHS staff, have access to the support and care they require to enable them to continue to deliver high quality care across all settings in South East London.

The Committee will work as a strategic advisory group and approve the commissioned services for staff health and wellbeing at a system level. The Committee will provide oversight and assurance to the ICB People Board against the funding allocations and associated performance metrics.

2. Role & Responsibilities

The role of the SEL Staff Health and Wellbeing Committee is to provide ICB and partnership advice, oversight, assurance and make decisions in relation to Staff Health and Wellbeing. The role includes:

- ensuring there is a strategic and universal focus on the health and wellbeing needs of all staff delivering health and care across South East London, regardless of employer
- oversight of the delivery of the staff health and wellbeing medium term strategy
- ensuring an equity of allocation of resource, support and focus across all health and care settings to meet the promises set out in the strategic plan

- commissions approaches to ensure the offer brings the best from each sector and is consistently applied to all staff across health and care, such as the NHS People Promise for health and wellbeing to be extended to staff in all sectors
- provides a constant barometer for the health and wellbeing of the c100,000 staff across the Sector to ensure the offer remains reliable, relevant and refreshed
- ensures that the diverse needs of staff are taken into account across the Sector and through the People Board and link to the equality, diversity and inclusion work programme
- provides the strategic oversight and assurance for commissioned programmes of work funded through the health and wellbeing allocation
- providing advice and guidance to the SEL ICB Head of Staff Health and Wellbeing and ED&I
- ultimately act as an advocate for the health and wellbeing support for all staff across South East London regardless of profession, employer or position.

3. Governance and Decision Making

The South East London Staff Health and Wellbeing Committee is a formal sub-committee to the SEL ICB People Board and ultimately through to Integrated Care Board.

The Committee is jointly chaired by a senior leader from health and a senior leader from social care. The Chairs will alternate the chairing responsibility.

The Committee will make recommendations to the People Board so it can make decisions regarding any funding allocation received across the partnership related to the health and wellbeing of staff in the sector.

The decisions made will be additive to those made by individual organisations across the partnership and ensure that there is a sector-wide strategic plan in place with both a short and medium term view on the health and wellbeing needs and support offer for staff. This will then inform decisions made regarding funding allocations and future bid compilation to address particular challenges.

The committee will be serviced by the SEL ICB Workforce Programme Team through the Head of Staff Health and Wellbeing and ED&I.

The Committee will meet bi-monthly on the opposite months to the SEL ICB People Board and consider progress reports and financial schedule updates on a half-yearly basis for assurance purposes. Funding bids and other regional or national submissions will be brought to the Committee as and when required.

The Committee will convene task and finish groups to work on particular areas of focus to ensure a wider range of experts from across the Sector are involved in the development of the offer. Examples include place-based wellbeing, evaluation and primary care wellbeing.

The Committee may, from time to time, commission research studies; test and learn studies or seek expert advice, the outputs from which will be considered in a timely way as and when necessary.

4. Membership

A key principle of membership is that has senior decision-making authority and represents health and care organisations across the sector.

Members of the Board will have a passion for staff health and wellbeing and have a role or insights that contribute to the formulation of an evidence-based approach. It is expected that members will act as a unitary member of the Committee whilst providing a link back to their own organisation, profession, borough or part of the system.

The membership will also provide a link into other established system groups to ensure cross-pollination of ideas, insights and a wider discursive agenda regarding the health and wellbeing of staff. It is noted that some members may cover more than one role on the membership in order to keep the Committee to ten members or less.

Membership:

- Joint Chair – Adult Social Care Director, Operations and Partnerships, Royal Borough of Greenwich
- Joint Chair - Medical Director, SLAM.
- Primary Care representative (from the Primary Care Leadership Group).
- Provider Trust representative
- Social Care representative
- Wider charity and voluntary sector representative
- Head of Staff Health and Wellbeing and ED&I
- Staff Health and Wellbeing SRO from the HRDs Group

Also in attendance: Chairs of the Task and Finish Groups and the meeting secretary from the ICB Workforce Programme.

5. Meeting Frequency

The committee will meet bi-monthly, the opposite month to the People Board with business conducted in meetings of no more than 90 minutes duration.

6. Quorum

The group will be quorate with one Joint Chair and at least three other members in attendance, two of which are to be outside the ICB Workforce Programme. Decisions will be taken on a majority basis.

7. Administration & support

The group will be supported by the ICB Workforce Programme Team and papers will be issued a week before the scheduled meeting date.

8. Review

The SEL Staff Health and Wellbeing Committee will carry out continuous self-assessment of its effectiveness against the terms of reference. The SEL People Board will also review the effectiveness of the SHWBC as part of its annual review of the ICB people governance.

The terms of reference and membership of the Committee will be reviewed no less than annually.

Final - for Board approval