

Board Workforce Committee Charter



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Board Workforce Committee

1. Purpose

The Sunshine Coast Hospital and Health Board (the Board) Workforce Committee (the Committee) is responsible for assisting the Board in its oversight of Sunshine Coast Hospital and Health Service (SCHHS) workforce responsibilities. The committee does not replicate or replace established management responsibilities and delegations. In fulfilling its responsibilities, the Committee will observe and promote the organisational values of Integrity, Compassion, Accountability and Innovation.

2. Authority

The Committee is an advisory committee of the Board and has no executive powers, unless the Board, by resolution, delegates a certain power to the Committee. The Committee may examine any matter in relation to its functions as it sees fit or as requested by the Board. Where a matter for consideration is beyond the scope of the Committee's functions, the decision is to be referred to another committee of the Board where relevant, or to the Board.

3. Functions

The Workforce Committee has the following functions:

- (a) Monitor compliance with responsibilities under the *Workplace Health and Safety Act 2011* and any other applicable legislation to ensure the board meets its due diligence requirements ;
- (b) Monitor compliance with the SCHHS Safety and Wellbeing Management System;
- (c) Monitor development and implementation of strategies to enhance people and organisational effectiveness including:
 - (i) Strategic Workforce planning
 - (ii) Indigenous Workforce
 - (iii) Employee Engagement
 - (iv) Staff wellbeing
 - (v) Education and training
- (d) Model and support a culture of inclusion and diversity to ensure all employees feel valued.

4. Risk Management

A proactive approach to risk management will underpin the business of the Committee. The Committee will:

- (a) Identify risk, and mitigating strategies, associated with all decisions made; and
- (b) Implement processes to enable the Committee to identify, monitor and manage critical risks as they relate to the functions of the Committee.

5. Reporting

The Committee provides the following reports to the Board:

Report	Frequency	Responsibility
Summary of Committee meetings	Quarterly	Chair, Workforce Committee

The Committee receives the following reports:

Report	Description/type	Frequency	Responsibility
Workplace Health and Safety Due Diligence	Summary report	Quarterly	EDPC
Employee Opinion Survey	Summary of results	Annually	EDPC
Employee Opinion Survey updates	Progress reports	TBC	EDPC
Indigenous Workforce	Progress reports	TBC	EDPC
Education and Training	Mandatory training compliance	Quarterly	EDPC

The Committee may also receive reports as required or as requested where the report is relevant to the Committee's functions.

The Committee, via the Committee Chair, will provide written and verbal reports and recommendations to the Board highlighting issues it considers warrant Board discussion.

6. Committee Composition

The Committee consists of three (3) members appointed by the Board. Members will be members of the Board, or, If the Board considers it does not have the necessary expertise, it may appoint an external member to the Committee.

Collectively, the Committee members will possess (or, with the consent of the Board, may obtain assistance from experts to assist them in possessing):

- Sound knowledge of workplace health and safety legislative and compliance obligations
- High level understanding of strategic workforce management and planning principles

In addition, the Committee may request the attendance at any meeting of any person who, in their opinion, may be able to assist the Committee in any matter under consideration.

Members are not permitted to appoint a proxy to attend a meeting on their behalf.

The Board will review the Committee's composition as required but no less than annually.

Subject to the presence of any conflict of interest all Board members are entitled to attend Committee meetings.

Standing invitees at meetings include the:

- Health Service Chief Executive
- Executive Director People and Culture
- Chief Operating Officer
- Executive Director Medical Services
- Executive Director Nursing and Midwifery
- Executive Director Allied Health Service.

7. Role of the Committee Chair

The Board will appoint a member of the Board to be the Chair of the Committee.

The role of the Committee Chair includes:

- Setting the Committee agenda

- Facilitating the flow of information and discussion
- Conducting Committee meetings and other business
- Ensuring the Committee operates effectively
- Reporting to the Board on the activities of the Committee.

8. Role of the Manager Board Operations

The Manager Board Operations is responsible for:

- Organising Committee meetings and Committee member attendance
- Coordinating the completion and dispatch of Committee agendas, Committee papers and briefing papers
- Preparing minutes of meetings and resolutions of the Committee
- Providing a point of reference for communications between the Committee and the Executive
- Monitoring that Committee procedures and protocols are followed.

All members have direct access to the Manager Board Operations for advice and services relating to the operation of the Committee.

9. Role of the Executive Director People and Culture (EDPC)

The EDPC as the executive lead will:

- Liaise closely with the Committee in relation to safety and wellbeing issues
- Ensure that all relevant workplace health and safety and human resource issues and proposals are placed on the Committee's agenda and that appropriate staff members are available to brief the Committee
- Report on workplace health and safety outcomes affecting the SCHHS.

10. Conduct of Committee Meetings

10.1. Committee Agenda and Papers

The Committee Chair, EDPC and Manager Board Operations are responsible for preparing agendas in line with the committee work plan and any other matters that fit within the remit of the committee's functions and priorities.

All Committee papers must be approved by the relevant Executive Director and the HSCE prior to being submitted to the Manager Board Operations for distribution to Committee member

10.2. Meetings and attendance

Meetings of the Committee are to be held at the times and places the Committee Chair decides.

Unless otherwise agreed, the Committee will meet at least four times each year.

Exceptional circumstances aside, Committee members will be provided with at least 48 hours' notice of meetings.

10.3. Quorum

A quorum for a meeting of the Committee is one-half of the number of its members, or if one-half is not a whole number, the next highest whole number.¹

¹ HHBA, Schedule 1, Section 4.

10.4. Presiding at Meetings

The Committee Chair is to preside at all meetings of the Committee at which the Committee Chair is present. If the Committee Chair is not present, a member of the Committee chosen by the members is to preside.

10.5. Decision making

As an advisory committee the recommendations of the Committee will be regarded as a collective decision or advice unless there is material dissension.

If consensus cannot be reached, the Chair of the Committee reserves the right to escalate the matter to the Board.

The minority view will be recorded in the minutes of the meeting and placed before the Board.

10.6. Minutes

The Committee must keep minutes of its meetings and a record of any written resolutions made by it.²

The Manager Board Operations is responsible for taking the minutes.

Board members are responsible for ensuring minutes are accurate and reflect a true and correct record of the procedures and decisions of meetings.

Minutes of Committee meetings are available to all members on Convene.

10.7. Confidentiality

All attendees at Board or Committee meetings are required, as officers and or fiduciaries of SCHHS, to keep confidential all information presented to (whether written or oral) or discussed at Board and Committee meetings.

11. Written Resolutions/Out of session

Items would typically only be managed out of session in agreement with the Committee Chair when the item is urgent and must be considered before the next scheduled meeting.

12. Committee Work Plan

The Manager Board Operations, in consultation with the Committee Chair and the EDPC shall maintain an annual work plan for the Committee. The annual work plan shall identify the key matters for consideration and actions required by the Committee during the year and allocate those matters and actions to a relevant meeting(s). The annual work plan enables the Committee, the Chief Executive and the Executive to be aware of and plan for the year.

13. Evaluation of Committee Performance

The Committee will undertake an annual self-assessment of its performance, including its performance against the requirements of this Charter and the performance against the annual work plan. This self-assessment will feed into the annual Board and Committee performance review.

² HHBA, Schedule 1, Section 7(1).

14. Business Rules

The Committee Charter should be read in conjunction with the Board Charter which outlines the general governance provisions that apply to the Board Committee meetings.

15. Publication of this Charter

A copy of this Charter will be made available at www.schhs.health.qld.gov.au.

16. Interpretation

The following terms when used in this Charter have the meaning given to them below:

Act	<i>Hospital and Health Boards Act 2011 (Qld)</i>
The Board	The Sunshine Coast Hospital and Health Board, comprised of members appointed by the Governor in Council, by gazette notice, on the recommendation of the Minister
Committee	The Board Workforce Committee
Executive	The SCHHS Executive team
Service	A Hospital and Health Service established under the Act.
Minister	Minister for Health and Ambulance Services
Regulation	<i>Hospital and Health Boards Regulation 2012 (Qld)</i>
SCHHS	Sunshine Coast Hospital and Health Service – a statutory body established under the Act.

17. Revision History

Date	Nature of amendment
May 2022	Inaugural Charter – Version 1

18. Next review

This Charter will be reviewed in June 2023.

This Charter was approved by the Board at its meeting on 7 June 2022.

Ms Sabrina Walsh
Chair, Sunshine Coast Hospital and Health Board