

<p>Dorset County Hospital NHS Foundation Trust People and Culture Committee-in-Common</p> <p>TERMS OF REFERENCE</p>	
<p>Committees in Common</p>	<ul style="list-style-type: none"> • The Dorset County Hospital NHS Foundation Trust ('Dorset County Hospital') has put in place a governance structure, which will enable it to work together with the Dorset HealthCare University NHS Foundation Trust. • Each Trust has agreed to establish a committee which shall work in common with the other (Committee in Common or CiC), but which will each take its decisions independently on behalf of its own Trust. • Each Trust has decided to adopt terms of reference in substantially the same form, except that the membership of each CiC will be different. • The CiC shall meet together with the associated committee from Dorset HealthCare University NHS Foundation Trust as the Dorset Trust People and Culture CiCs
<p>Duties</p>	<ul style="list-style-type: none"> • The Committee-in-Common has been established by the Board of Dorset County NHS Foundation Trust as a committee with these terms of reference, to be known as the Dorset County Hospital People and Culture CiC. • These terms of reference set out the membership, remit, responsibilities and reporting arrangements of the Dorset County Hospital People and Culture CiC. It is supported in its work by other committees established by the Board. • The Dorset County Hospital People and Culture CiC is authorised to investigate any activity within these terms of reference. It is authorised to seek any information it requires from any member of staff and all members of staff are directed to cooperate with any request made by the Committee-in-Common. • The Dorset County Hospital People and Culture CiC is authorised to obtain external legal or other independent professional advice if it considers this necessary, taking into consideration any issues of confidentiality and the Trust's standing financial instructions. • The Dorset County Hospital People and Culture CiC is a committee of the Trust and therefore can only make decisions binding Dorset County Hospital NHS Foundation Trust. None of the Trusts other than Dorset County Hospital NHS Foundation Trust can be bound by a decision taken by Dorset County Hospital People and Culture CiC. • The Dorset County Hospital CiC will form part of a governance structure to support collaborative leadership and relationships with system partners and follow good governance in decision making (as set out in the updated Code of Governance for NHS Provider Trusts). The Dorset County Hospital People and Culture CiC will have regard in their decision-making to the triple aim duty of better health and wellbeing for everyone, better quality of health services for all individuals and sustainable use of NHS resources.

Role and Purpose	<ul style="list-style-type: none"> • Paragraph 15(2) and (3) of Schedule 7 of the National Health Service Act 2006 allows for any of the functions of a Foundation Trust to be delegated to a committee of directors of the Foundation Trust. This power is enshrined in Dorset County Hospital NHS Foundation Trust’s Constitution. • The Dorset County Hospital People and Culture CiC will together with the other Committee in Common advise, support and assure the Board of Dorset HealthCare University NHS Foundation Trust and Dorset County NHS Foundation Trust on matters related to the production and delivery of strategies and plans related to people, culture and organisational development and to oversee key performance indicators relevant to the scope of the work of the Committee. The scope of the Committee will include matters related to Equality, Diversity and Inclusion, annual reporting and compliance with regulatory and legislative requirements.
Responsibilities	<ol style="list-style-type: none"> 1. Strategies and Transformational Change <ol style="list-style-type: none"> a) Oversee progress on the development and delivery of People and Organisational Development Strategies, taking into account relevant best practice and ensuring alignment with the Trust’s strategic priorities and objectives. b) Maintaining oversight of workforce changes as a result of transformational change and oversee the aspects of significant service changes relevant to the scope of the Committee. 2. Plans and Performance <ol style="list-style-type: none"> a) Receiving and approving relevant People and Organisational Development plans and ensuring that they are consistent with the Trust’s strategies and identifying and monitoring where further actions are required. b) Reviewing workforce related performance indicators and ensuring there are plans in place to address key risk areas and monitoring implementation of these plans. c) Maintain oversight of key strategic workforce related equality and diversity compliance requirements, including relevant equality, diversity and inclusion legislation. d) Analysing national and local reports on significant workforce matters and monitoring implementation and resulting action. 3. Culture, Engagement & Education <ol style="list-style-type: none"> a) Providing oversight of the delivery of key improvement actions in response to the annual Staff Survey and other engagement survey results and ensuring these are aligned to the People Plan. b) To receive and review quarterly and annual reports of the Guardian of Safe Working c) Provide oversight of Freedom to Speak Up arrangements and ensure the promotion and continuance of a healthy speak up culture and identification and embedding of any learning arising. d) Ensure that effective arrangements are in place to secure the availability of a competent and appropriately qualified workforce to deliver healthcare for the Trust including education, learning and development.

	<p>e) Provide oversight of the arrangements in place for the health and wellbeing of the workforce, including monitoring key metrics associated with this.</p> <p>4. Governance</p> <p>a) Seek assurance on behalf of the Trust Board for the response to people risks which appear on the Board Assurance Framework and Corporate Risk Register</p> <p>b) Receive assurance on the timely review and approval of the policies relevant to the work of the Committee.</p>
<p>Accountability Arrangements</p>	<ul style="list-style-type: none"> • The Dorset County Hospital CiC is accountable to the Board of Dorset County Hospital NHS Foundation Trust. • The Committee Chair will provide an assurance report following each meeting to the Board of Directors of Dorset County Hospital NHS Foundation Trust. • Dorset County Hospital CiC shall provide such other reports and communications briefings as requested by Dorset County Hospital NHS Foundation Trust’s Board for inclusion on the agenda of Dorset County Hospital NHS Foundation Trust’s Board meeting.
<p>Membership / Attendance</p>	<p><u>Non-Executive</u></p> <ul style="list-style-type: none"> • Three Non-Executive Directors (at least one and no more than two may be Joint NEDs across DCH and DHC) and one of whom will either be the Chair or the Vice Chair of the Committee <p><u>Executive</u></p> <ul style="list-style-type: none"> • Joint Chief People Officer • Joint Chief Nursing Officer • Chief Medical Officer <p><u>In attendance</u></p> <ul style="list-style-type: none"> • Director of Finance • Deputy Chief People Officer • Deputy Director of Workforce Development • Nominated Governor (acting as an observer for the Council of Governors) • Other staff of the Trust may be requested to attend for specific matters • Where a member is unable to attend routinely an appropriate deputy who will attend on a regular basis should be nominated and notified to the Chair.
<p>Chair</p>	<p>When the Dorset County Hospital People and Culture CiC meets with the associated committee from Dorset HealthCare University NHS Foundation Trust as committees in common (Dorset Trust People and Culture CiCs), one Non-Executive Director will be nominated as the Chair and one Non-Executive Director will be the Vice Chair. In nominating to these roles care should be taken to ensure that both trusts are represented.</p>
<p>Quorum</p>	<p>Members of the Dorset County Hospital People and Culture CiC have a responsibility for the operation of the Dorset County Hospital People and Culture CiC. They will participate in discussion, review evidence and provide objective</p>

	<p>expert input as part of the Dorset Trust People and Culture CiCs to the best of their knowledge and ability, and endeavour to reach a collective view.</p> <p>Each Member of the Dorset County Hospital People and Culture CiC shall have one vote. The Dorset County Hospital People and Culture CiC shall reach decisions by consensus of the Members present.</p> <p>The quorum shall be three (3) Members. This must include at least two Non-Executive Directors from the Trust (which may include Joint NEDS acting for both Trusts) and an Executive Director.</p> <p>If any Member is disqualified from voting due to a conflict of interest, they shall not count towards the quorum for the purposes of that agenda item.</p>
Administrative Support	<p>Administrative support will be provided by the Corporate Affairs Team.</p> <p>Agenda and papers will be circulated one week prior to the meeting.</p>
Frequency of Meeting	<ul style="list-style-type: none"> • The Dorset County Hospital People and Culture CiC shall meet with the associated committee from Dorset HealthCare University NHS Foundation Trust as the Dorset Trust People and Culture CiCs and discuss the matters delegated to them in accordance with their respective Terms of References. • Subject to the below, Dorset County Hospital People and Culture CiC meetings shall take place bi-monthly. • Any Trust CiC Member may request an extraordinary meeting of the Dorset Trust People and Culture CiCs (working in common) on the basis of urgency etc. by informing the Chair. In the event it is identified that an extraordinary meeting is required the Chair shall give five (5) Working Days' notice to the Trusts.
Conflict of Interest	<ul style="list-style-type: none"> • Members of the Dorset County Hospital People and Culture CiC shall comply with the provisions on conflicts of interest contained in Dorset County Hospital NHS Foundation Trust Constitution/Standing Orders and NHS Conflicts of Interest guidance. For the avoidance of doubt, reference to conflicts of interest in Dorset County Hospital NHS Foundation Trust Constitution/Standing Orders also apply to conflicts which may arise in their position as a Member of the Dorset County Hospital People and Culture CiC. • All Members of the Dorset County Hospital People and Culture CiC shall declare any new interest at the beginning of any Dorset County Hospital People and Culture CiC meeting and at any point during a Dorset Trust People and Culture CiCs meeting if relevant.
Date Approved	<ul style="list-style-type: none"> • Approved by People and Culture Committee 25 March 2026 • Ratified by Dorset County NHS Foundation Trust Board of Directors 08 April 2026
Date of Next Review	31 March 2027