



# Department of Obstetrics & Gynaecology People Development - Welfare and Community Committee (PD-W&C)

---

## Purpose

The Department of O&G People Development – Welfare and Community Committee (PD-W&C) has overall responsibility for the promotion of a dynamic, sustainable culture of professional development, mentorship, and community support for academic and professional staff as well as our wider community of nurses, midwives and research assistants, who we work closely with on a daily basis.

The Committee aims to strengthen our departmental culture and equip members of the department of O&G for success by offering meaningful mentoring expertise, career development support and resources. We want to foster a culture of inclusive excellence by actively promoting kindness and collegiality and supporting diversity, inclusion, and equity in all its forms, to expand and enrich our work and to elevate the careers of our staff.

## Values

The Department of People Development – Welfare and Community Committee is committed to ensuring that all Committee activities are carried out in a manner consistent with the Faculty values of **Respect, Accountability, Compassion, Collaboration and Teamwork, and Integrity.**

## Terms of Reference

- To create an exceptional environment that attracts and supports and the best staff and students, and foster a culture that is aligned with the Faculty values
- To develop a charter of behaviours
- To develop a Department-wide approach to mentorship and career development within the framework approved by the Executive; identify resources and deficiencies in resources, connecting in with the other Committees to understand what they are planning to do in relation to the mentoring of staff
  - To assist in the identification of funding opportunities or training courses in the mentorship and career development space; to advocate for department grant funding for D&I initiatives

- To oversee redevelopment or implementation of new resources needed to improve the People Development- Welfare and Community at Departmental sites.
  - support community building activities across the Department
- To develop Diversity and Inclusion initiatives to support the strategic aims; drawing on what the School and Faculty are doing in this space
- To oversee the activities of the Department of O&G Elephant Circle, and other promotion of staff wellbeing activities
  - Refer separately to the Terms of Reference of the Elephant Circle
  - To contribute to the meeting content/training activities of the Elephant Circle
  - Oversee content of the Elephant Circle Teams site and website presence
- To facilitate discussions on common challenges in mentorship and career development in the annual meeting of the Department of O&G
- To develop, promote and support opportunities for research/clinical experience in women's and newborn health for school students; focusing on those who experience disadvantage
- To support onboarding of new staff
- To build community engagement beyond our Department
- To assist with communication on Mentorship and Career development matters across the School

## Membership

- Chair
- Deputy Chair
- GR student representative?
- Senior Academic from both Mercy and RWH sites
- A volunteer representative from each site as far as practicable which might include a professional staff member, an RA/research midwife or teaching staff representative
- The Department Manager – TBC
- Administrative assistant – TBC

The PD-W&C portfolio Chair and Deputy Chair position have been formally appointed by the Head and Deputy Heads of Department for a term of 2 years, commencing 2022, with the option for a third year.

From 2024: Subsequent memberships will be advertised by call for nominations for vacancies from the Head of Department and/or PD-W&C Committee. Candidates will be selected by the Head of Department and the Committee Chair.

The PD – W&C Committee should aim to comprise a minimum of one representative from each precinct within the Department of O&G, including our smaller sites as far as practicable.

## Reporting line

- Chair reports via O&G Executive Committee to the HoD

## Meeting cycle

- Bi-Monthly for one hour via Teleconference

## Reports for tabling bi-monthly

- PD – W&C Leadership Portfolio Reports
  - to provide a detailed report to the O&G Executive Committee twice per year as follows
    - PD – Welfare and Community – May and October
  - To provide a short report on current actions within Portfolio bi-monthly.
  - Reports to be submitted to the Secretariat of O&G Executive Committee no later than 7 days prior to the meeting to enable consolidation and circulation with other meeting papers.

## Meeting procedures

- **Quorum**
  - A majority of current members.
  - Members participating by videoconference or teleconference will be deemed to be in attendance
- **Standard agenda items**
  - Attendance and Apologies
  - Actions Arising
  - Chair report against portfolio initiatives and action plan
  - Matters for discussion
    - Any matters raised prior to meeting by attendees
  - Other business
  - Reports for information tabled bi-monthly
- **Meeting process**
  - Items must be submitted one week before meeting date
  - Agenda items will be allocated set times by the Chair
  - Priority will be given to matters for decision rather than just discussion
  - Decisions will be by majority vote
  - The Chair may be rotated
  - Other staff may be invited to attend meetings to present matters as required
  - Communications between meetings will be via email by default
  - All committee members will have the opportunity to contribute to the setting of the meeting agenda; a call for agenda items will be made at least one week prior to the forthcoming meeting
- **Secretariat**
  - EA to HoD/DHoD will provide secretariat support to the committee.
  - Minutes will only record attendance, key decisions and items for action (including staff responsible and timelines)

## Review

The Terms of Reference is a live document and will expire on 31 December 2023. They are then to be reviewed every two years by the People Development – Welfare and Community Committee, and upon finalisation, will be reported to the Department Executive by the Chair.