

## Terms of Reference – People Committee Terms of Reference

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<b>Document Data</b>	
<b>Corporate Entity</b>	People Committee Terms of Reference
<b>Document Type</b>	Terms of Reference
<b>Document Status</b>	Final
<b>Executive Lead</b>	Director of People
<b>Document Owner</b>	Trust Secretary
<b>Approval Authority</b>	Board of Directors
<b>Review Cycle</b>	12 months
<b>Next Review Date</b>	01/06/2020

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<b>Document Change Control</b>				
<b>Date of Version</b>	<b>Version Number</b>	<b>Lead for Revisions</b>	<b>Type of Revision (Major/Minor)</b>	<b>Description of Revisions</b>
26/06/2018	1	Trust Secretary	Major	Initial draft for comment
13/07/2018	1.1	Trust Secretary	Minor	Changes following Executive Team discussion
18/09/2018	1.2	Deputy Trust Secretary/Membership and Governance Administrator	Minor	Changes to incorporate Non-executive Director feedback
23/10/2018	1.3	Deputy Trust Secretary	Minor	Changes to reflect additional feedback from the Chair and Committee
20/11/2018	1.4	Deputy Trust Secretary	Minor	Changes to reflect additional feedback from the Chair and Committee, including stakeholders and Chair's role.

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## **1. Constitution of the Committee**

1.1 The People Committee is a non-statutory committee that has been established by the Board of Directors to support the discharge of the Board's strategic priorities and responsibilities relating to its workforce and education.

1.2 It is intended to focus primarily on all people working within and educated by the Trust, but also take a broader view that encompasses the wider stakeholder base of the Trust.

### Stakeholders

1.3 The stakeholders identified for the People Committee are:

- Board of Directors
- Council of Governors
- Other Board Committees
- Staff and Unions
- Patients and Public
- Healthier Together
- NHS Improvement
- Clinical Commissioning Group
- Care Quality Commission

## **2. Purpose and function**

2.1 The purpose of the People Committee is to ensure:

2.1.1 That the Trust has a clear understanding of its strategic workforce needs and that plans are in place to deliver these;

2.1.2 That the Trust's strategic priorities and performance in the following key areas are identified, implemented and monitored:

- recruitment, retention, management and development of the Trust's workforce
- the education strategy of the Trust and its implementation
- the Trust's obligations under the public sector equality duty

2.1.3 That the Board receive assurance that all legislative, regulatory and stakeholder requirements relating to workforce are understood and met;

2.1.4 That workforce risks are understood by the Board and that appropriate mitigating actions have been identified and are being implemented.

2.1.5 That the Trust is effectively delivering against the strategic objectives set out in the Trust Strategy, and in particular is delivering against the enabling strategy which is relevant to the remit of the Committee (the People Strategy).

2.2 The Committee shall discharge this function on behalf of the Board of Directors, working in partnership with the other Board Committees, the Governors, and other key stakeholders by:

2.2.1 Supporting the development and monitoring of a strategy to recruit, train and sustain an

engaged and effective workforce;

- 2.2.2 Championing workforce and education issues ensuring adequate oversight of all workforce areas by the Board.
- 2.2.3 Monitoring key workforce metrics to ensure that the expected standards are being delivered;
- 2.2.4 Receiving reports to provide assurance around the compliance with legislation and regulations, including where necessary external sources of feedback as well as internal;
- 2.2.5 Considering workforce plans and improvement plans on behalf of the Board; and
- 2.2.6 Liaising where necessary with other Board Committees on cross-committee issues relevant to the purpose of the People Committee.
- 2.2.7 Receive regular reports from the operational Workforce and Organisational Development sub-group of the Senior Leadership Team group (SLT).
- 2.2.8 The Committee shall have the power to commission reports on any topics or issues which are relevant to its remit, as set out in these terms of reference.

3.1 The People Committee will:

- 3.1.1 Monitor, scrutinise and, where appropriate, investigate any workforce activity considered to be within its terms of reference;
- 3.1.2 Seek such information as it requires to facilitate this monitoring and scrutiny;
- 3.1.3 Obtain whatever advice it requires, including external professional advice if deemed necessary (and as advised by the Trust Secretary) and may require Directors or other officers to attend meetings to provide such advice.

3.2 The People Committee is a Non-Executive Committee and has no executive powers.

3.4 Unless expressly provided for in Trust Standing Orders, Trust Scheme of Delegation or Standing Financial Instructions, the People Committee shall have no further powers or authority to exercise on behalf of the Board of Directors.

## **4. Membership and attendance**

4.1 The People Committee is comprised of at least three Non-Executive Directors appointed by the Board.

4.2 One of these three members will be a Non-Executive Director, appointed by the Board, who will chair the meetings of the Committee.

- 4.3 The following officers shall be required to attend meetings of the People Committee on a standing invitation by the Chair:
- 4.3.1 Director of People
  - 4.3.2 Chief Nurse
  - 4.3.3 Director of Finance and Information
  - 4.3.4 Director of Strategy and Transformation
  - 4.3.5 Medical Director
- 4.4 Duly nominated deputies may attend with the permission of the Committee Chair.
- 4.5 The Trust Secretary shall attend from time-to-time to provide advice to the Directors and to facilitate the formal evaluation of the Committee's performance

## **5. Quorum**

- 5.1 The quorum necessary for the transaction of business shall be two members of the Committee.
- 5.2 A duly convened meeting of the People Committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable as set out in these Terms of Reference.

## **6. Roles and Responsibilities**

The People Committee shall discharge the following duties on behalf of the Board of Directors:

- 6.1 Developing and advising the Board on a workforce strategy taking into account relevant best practice and alignment with strategic objectives for the Trust;
- 6.2 Monitoring, and receiving assurance on, the key areas of the workforce strategy which will include but are not limited to:

### **Culture**

- Engagement
- Reward
- Equality & Diversity
- Bullying & Harassment
- Performance and performance management
- Wellbeing
- Freedom to Speak Up

### **Capacity**

- Strategic workforce planning
- Recruitment and attraction
- Talent management

### **Capability**

### **Skills**

- Management and Leadership Development
- Medical and clinical education – undergraduate and post graduate
- Apprenticeships
- Essential training

### **Tools and Technology**

System and process performance, including of:

- Manager self-service
- e-rostering
- e-appraisal
- HR web

### **Policies and Processes**

- 6.3 Monitoring an agreed set of HR-related Key Performance Indicators;
- 6.4 Reviewing other workforce and education activity as requested by the Board.

## **7. Reporting**

- 7.1 The Chair of the People Committee shall report to the Board of Directors on the activities of the Committee.
- 7.2 The Chair of the People Committee shall make whatever recommendations to the Board deemed by the Committee to be appropriate (on any area within the Committee's remit where disclosure, action or improvement are needed).
- 7.3 The Chair of the People Committee shall liaise with the Chairs of other Board Committees where necessary to ensure that cross-committee issues receive adequate oversight (by, for example, arranging to attend other Committee meetings).
- 7.3 Outside the written reporting mechanism, the Committee Chair should attend the Council of Governors meeting, and be prepared to respond to any questions on the Committee's area of responsibility to provide an additional level of accountability to members.
- 7.4 Outside the formal reporting procedures, the Governors' Quality Focus Group shall be informed by the People Committee via the Chair and Executive Leads, supported by the Trust Secretariat.

## **8. Administration**

- 8.1 The Trust Secretariat shall provide administrative support to the Committee.
- 8.2 Meetings of the People Committee shall be called by the Secretary at the request of the Committee Chair.
- 8.3 Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be made available to each member of the Committee and any other person required to attend, no later than five working days before the date of the meeting.

- 8.4 Supporting papers shall be made available to Committee members no later than five working days before the date of the meeting.
- 8.5 The secretary shall minute the proceedings and resolutions of all Committee meetings, including the names of those present and those in attendance.
- 8.6 Draft minutes of meetings shall be made available promptly to all members of the Committee

## **9. Frequency of Meetings**

- 9.1 The Committee shall meet 10 times per year, in advance of each meeting of the Board of Directors.

## **10. Review of Terms of Reference**

- 10.1 The Committee shall, at least once a year, review its own performance and Terms of Reference to ensure it is operating at maximum effectiveness.