

## Terms of Reference for the People Committee

<b>Chair:</b>	Non-Executive Director
<b>Other Members:</b>	<p>Membership of the People Committee shall include:</p> <ul style="list-style-type: none"> <li>• Three Non-Executive Directors one of whom will chair the Committee.</li> <li>• Chief People Officer</li> <li>• Chief Nursing Officer Chief Finance Officer</li> <li>• Chief Medical Officer</li> <li>• Chief Finance Officer</li> <li>• Chair of JCNC Staff Side</li> </ul> <p>The members set out above may appoint a named deputy to attend a particular meeting in their place, subject to the Chair's pre-approval. A deputy should be nominated only in exceptional circumstances, for a particular meeting.</p> <p>In the absence of the appointed Committee Chair, another Non-Executive Director will chair the meeting.</p>
<b>Other Attendance:</b>	<p>The People Committee may invite non-members to attend all or part of its meetings as it considers necessary and appropriate, at the discretion of the Chair.</p> <p>In addition to members of the People Committee, the following shall normally attend all meetings and may contribute to discussions, but have no voting rights nor contribute to the quorum:</p> <ul style="list-style-type: none"> <li>• Director of Corporate Governance/Trust Secretary</li> <li>• Deputy Chief Operating Officer (where required for specific agenda items)</li> <li>• Director of Operational Estates &amp; Facilities</li> </ul> <p>The Committee can request the attendance of any other director or senior manager if an agenda item requires it.</p> <p>Attendance at meetings is essential. In exceptional circumstances when an Executive Director member cannot attend they must arrange for a fully briefed deputy of sufficient seniority to attend on their behalf.</p> <p>Executive Director attendance to be flexible and agenda-specific for non-formal members</p>
<b>Quorum:</b>	The quorum for the People Committee is at least three members of whom one must be a Non-Executive Director who will chair the meeting and two Executive Directors (or their nominated Deputy).

<p><b>Declaration of Interests</b></p>	<p>All members must declare any actual or potential conflicts of interest relevant to the work of the People Committee, which shall be recorded in the minutes accordingly.</p> <p>Members should exclude themselves from any part of a meeting in which they have a material conflict of interest. The Chair will decide whether a declared interest represents a material conflict.</p>
<p><b>Frequency of Meetings:</b></p>	<p>The People Committee will meet quarterly and will be set in advance as part of the planning of the Trust Board and Committee meetings annual calendar of business.</p>
<p><b>Notice of Meetings:</b></p>	<p>Additional meetings shall be called at the request of the Chair.</p> <p>Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed and supporting papers, shall normally be forwarded to each member, and any other person required to attend, no later than five working days before the date of the meeting.</p> <p>Decisions may be taken by written resolution upon the agreement of the majority of members of the Committee in attendance, subject to the rules on quorum.</p>
<p><b>Inputs:</b></p>	<p>The People Committee will receive reports on issues within the remit of the meeting, so as to ensure timely discussion and decision-making. This will include:</p> <ul style="list-style-type: none"> <li>• Trust-Level Risks and BAF report (Workforce and Health &amp; Safety)</li> <li>• Bi-annual Safe Staffing: Nursing &amp; Midwifery reports</li> <li>• Security Annual Report</li> <li>• Freedom to Speak Up Annual Report</li> <li>• Reports from the Equality, Diversify, &amp; Inclusion Committee</li> <li>• Reports from the Health &amp; Safety Committee</li> </ul> <p>Individual members may also raise concerns/risks/issues relevant to the meetings remit on an ad hoc basis but will do so with sufficient notice to ensure that meeting agenda can be set and managed effectively.</p> <p>The People Committee can request a report on any subject or issue relevant to its terms of reference.</p>
<p><b>Outputs:</b></p>	<p>The People Committee shall produce a set of minutes and a log of actions arising.</p> <p>The Committee shall issue an upward report to Trust Board following each meeting.</p>
<p><b>Responsible for the following Strategies and Policies:</b></p>	<p>Strategies:</p> <ul style="list-style-type: none"> <li>• The People Strategy</li> </ul> <p>Policies:</p> <ul style="list-style-type: none"> <li>• People Policies</li> <li>• Health &amp; Safety Policies</li> </ul>

<b>Sub-Committees:</b>	<ul style="list-style-type: none"> <li>• Medical Workforce Committee</li> <li>• Multi-professional Clinical Workforce Committee</li> <li>• Equality, Diversity &amp; Inclusion Committee</li> <li>• Health &amp; Safety Committee</li> <li>• </li> </ul>
<b>Committee Secretary:</b>	<p>The Corporate Governance Team is responsible for:</p> <ul style="list-style-type: none"> <li>• Agreement of agenda and collation of papers.</li> <li>• Taking the minutes and keeping a record of actions arising and issues to be carried forward.</li> <li>• Provision of a highlight report of the key business undertaken to the Trust Board following each meeting</li> </ul>

## 1. Purpose

- 1.1 The People Committee is established to be a sub-Committee of the Trust Board and is the Board assurance committee for People/workforce and Health & Safety function.

## 2. Authority

- 2.1 The People Committee is a sub-group of the Trust Board from which it receives its authority. Its constitution and terms of reference shall be as set out in this document, subject to amendment.

## 3. Duties

- 3.1 The primary role and function of the Committee is as follows

### 3.1.1 People

- Developing and advising the Board on a people strategy taking into account relevant best practice and alignment with strategic objectives for the Trust;
- Reviewing senior leadership succession and development plans;
- Maintaining oversight of the Trust's Human Resources function;
- Monitoring the development of the future workforce, through a 'fit for purpose' workforce plan;
- Monitoring an agreed set of HR related Key Performance Indicators;
- Ensuring that feedback from staff surveys are appropriately analysed, improvement actions taken where necessary to drive employee engagement and desired organisational culture;
- Maintaining oversight of the Trust's employment related equality, diversity and inclusion agenda, and receive regular reports from the Equality and Diversity Committee;
- Ensuring that the Trust has a suitable framework to deliver the strategy and HR policy of the organisation. Ensuring these align with the relevant CQC and NHS Improvement workforce standards;
- Overseeing the development and implementation of initiatives to maintain the organisation as a major Teaching Hospital;
- Providing Board level leadership in creating an 'employer of choice' working environment;
- Oversee and influence key relationship with educational partners to maximise the benefit of these relationships to the Trust;
- Maintaining oversight of the business of the Medical Workforce Steering Group and Nursing & Midwifery Workforce Steering Group) through the receipt of regular update reports;

- Receive regular reports from the Joint Consultation and Negotiation Committee for information; and
- Other HR related activity as requested by the Board.

### 3.1.2 Risk

- Receive the People Trust Level Risks and the Health and Safety Trust Level Risks to review assurance on risk mitigation and controls including any gaps in control;
- Receive relevant risks from the Board Assurance Framework (namely those relating to People and Health and Safety) to review assurance on risk mitigation and controls including any gaps in control for the risks allocated to the Committee;
- Assess any risks within the workforce and Health and Safety portfolio brought to the attention of the Committee and identify those that are significant for escalating as appropriate.

### 3.1.3 Health & Safety

- Provide assurance to the Board on Health & Safety compliance;
- Provide assurance to the Board on the implementation of the Trust's Health and Safety Management Strategy;
- Maintain oversight of the business of the Health & Safety Committee and its committee sub-structure through the receipt of regular update reports.

## 4. Monitoring and Effectiveness

- 4.1 The Committee shall have access to sufficient resources to carry out its duties, including access to company secretarial assistance as required.
- 4.2 It shall be provided with appropriate and timely training, both in the form of an induction programme for new members and an on-going basis for all members.
- 4.3 It will review its own performance, at least annually, review its constitution and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Trust Board for approval.
- 4.4 As per NHSE/I requirements the Committee will carry out an annual self-assessment to inform above review of its Terms of Reference.

Version:	4.2
Ratified by / responsible committee:	Trust Board
Date ratified:	TBC
Name of originator / author:	Trust Secretary
Lead for Executive Team Meeting:	Jacqui Marshall, Chief People Officer
Date issued:	October 2022
Review date:	October 2023