



**PEOPLE COMMITTEE**  
**TERMS OF REFERENCE**

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## **TORBAY AND SOUTH DEVON NHS FOUNDATION TRUST**

### **PEOPLE COMMITTEE TERMS OF REFERENCE**

#### **1. Constitution**

- 1.1 The People Committee ('the Committee') is formally established as a sub-committee of the Board of Directors of Torbay and South Devon NHS Foundation Trust.
- 1.2 The Committee will adhere to, and be cognisant of the Trust values at all times.

#### **2. Authority**

- 2.1 The Committee is constituted as a Standing Committee of the Trust Board ('Board'). Its constitution and terms of reference are subject to amendment by the Board.
- 2.2 The Committee derives its power from the Board and has no executive powers, other than those specifically delegated in these terms of reference.

#### **3. Purpose**

- 3.1 The purpose of the Committee is to provide assurance to the Board on the quality and impact of people, workforce and organisational development strategies and the effectiveness of people management in the Trust. This includes but is not limited to recruitment and retention, training, appraisals, employee health and wellbeing, learning and development, employee engagement, reward and recognition, organisational development, leadership, workforce development, workforce spend and workforce planning and employee culture, diversity and inclusion.
- 3.2 The Committee will assure the Board of the achievement of the objectives set out in the NHS People Plan and the Trust's People Plan and ensures alignment of work with the ICS Workforce Strategy.
- 3.3 The Committee may set up subgroups aligned to key areas of its activity as it deems appropriate.
- 3.4 The Committee will promote local level responsibility and accountability.

## 4. Powers

- 4.1 The Committee is authorised by the Board to investigate any activity within its terms of reference.
- 4.2 The Committee is accountable to the Board and any changes to these terms of reference must be approved by the Board of Directors.
- 4.3 The Committee is authorised to seek any information it requires from any member of staff and all members of staff are directed to co-operate with any request made by the Committee.
- 4.4 The Committee is authorised by the Board to request the attendance of individuals and authorities from outside the Trust with relevant experience and expertise if it considers this necessary.
- 4.5 The Committee is authorised by the Board to obtain outside legal or other specialist ad-hoc advice at the expense of the organisation, subject to budgets agreed by the Board.
- 4.6 The Committee reserves the right to hold meetings in private ie comprising of Committee members only.

## 5 Duties and Responsibilities

- 5.4 The Committee is required to:-
  - 5.4.1 Review national workforce guidance and strategies, for example the NHS People Plan, and their applicability to the Trust.
  - 5.4.2 Consider and recommend to the Board, the Trust's overarching People Plan and associated activity/implementation plan(s) to support Trust forward strategy.
  - 5.4.3 Obtain assurance and monitor delivery of the People Plan through the associated activity/implementation plan.
  - 5.4.4 Consider and recommend to the Board the key people and workforce performance metrics and targets for the Trust.
  - 5.4.5 Receive regular reports to gain assurance that these targets are being achieved and to request and receive exception reports where this is not the case.
  - 5.4.6 Review and provide assurance on those elements of the Board Assurance Framework identified as the responsibility of the Committee, seeking where necessary further action/assurance.
  - 5.4.7 Review workforce related risks identified on the Corporate Risk Register and seek assurance in relation to risk mitigation and future activity/plans.
  - 5.4.8 Review workforce related elements of the Integrated Performance Report and seek assurance on the adequacy of the Trust's performance against operational workforce metrics.

- 5.4.9 Conduct reviews and analysis of strategic people and workforce issues at national and local level and, if required, agree the Trust's response.
- 5.4.10 Review workforce performance and metrics at intervals to be decided by the Committee.
- 5.4.11 Provide assurance to the Audit Committee that that arrangements are in place to allow staff to raise in confidence concerns about possible improprieties in financial, clinical or safety matters, and that those processes allow any such concerns to be investigated proportionately and independently.
- 5.4.12 Seek assurance on the adequacy and effectiveness of staff communication and levels of staff engagement
- 5.4.13 Seek assurance on any additional matter referred to the Committee from the Board.

## 6 Membership

- 6.1 The Committee shall consist of the following members:
  - Non- Executive Director
  - Non-Executive Director
  - Non-Executive Director
  - Chief People Officer
  - Chief Nurse
  - Medical Director
  - Chief Operating Officer
- 6.2 One of the Non-Executive Directors shall act as Committee Chair. In their absence, one of the other Non-Executive Directors present shall be nominated and appointed as acting Chair for the meeting.
- 6.3 The following shall be required to attend all meetings of the Committee:
  - One Associate Director of Workforce and OD
  - One System Medical Director
  - One System Director
  - One System Director of Nursing and Professional Practice
  - Director of Corporate Governance and Trust Secretary (or their nominee)
- 6.4 The following shall be invited to attend all meetings of the Committee:
  - Freedom to Speak up Guardian
  - Guardian of Safe Working
  - Equality Business Forum Representative
  - Governor observer (see 6.5 for appointment process)
- 6.5 The process for selecting the Governor observer is a matter for the Chair of the Council of Governors and Governors. In the event that the nominated Governor observer is unable to attend a meeting, the Committee Chair will allow a substitute Governor to attend.

6.6 Other members/attendees may be co-opted or requested to attend as considered appropriate.

## **7 Attendance**

7.1 A register of attendance will be maintained and the Chair of the Committee will follow up any issues related to the unexplained non-attendance of members. Should continuing non-attendance of a member jeopardise the functioning of the Committee, the Chair will discuss the matter with the member and, if necessary, select a substitute or replacement.

## **8. Quorum**

8.1 The quorum necessary for the transaction of business shall be 3 members, of which two Non-Executive Directors and one Executive Director must be present.

8.2 A duly convened meeting at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the committee.

8.3 Deputies will not count towards the quorum.

## **9. Administration**

9.1 The Committee shall be supported by the Director of Corporate Governance and Trust Secretary or their nominee, whose duties in this respect will include:

- In consultation with the Committee Chair and Chief People Officer develop and maintain the reporting schedule to the Committee.
- Collation of papers and drafting of the agenda for agreement by the Chair of the Committee.
- Taking the minutes and keeping a record of matters arising and issues to be carried forward.
- Advising the group of scheduled agenda items.
- Agreeing the action schedule with the Chair and ensuring circulation.
- Maintaining a record of attendance.

## **10. Meetings**

10.1 Meetings will be held on the following basis:

- Meetings will be held bi-monthly (every two months).
- Meeting duration will be no longer than 2.5 hours.
- Items for the agenda should be sent to the Committee Secretary a minimum of 7 days prior to the meeting. Urgent items may be raised under 'any other business'.
- The agenda will be issued by email to the Committee members and

attendees, one week prior to the meeting date, together with the action schedule and other associated papers.

- An action schedule will be circulated to members following each meeting and must be duly completed and returned to the Committee Secretary for circulation with the following meeting's agenda and associated papers.

## **11. Reporting**

- 11.1 The Committee will provide a report to the Trust Board of Directors in support of its work on promoting good management and assurance processes. The report shall include matters requiring escalation and key risks (as applicable).
- 11.2 The Committee will receive reports as per the meeting work plan.
- 11.3 A briefing from those Groups reporting up to the People Committee (see Appendix 1) detailing items for escalation and key risks (as applicable) will be received by the Committee along with exception reports as agreed.

## **12. Review**

- 12.1 As part of the Trust's annual committee effectiveness review process, the Committee shall review its collective performance.
- 12.2 The Committee's Terms of Reference shall be reviewed on an annual basis and approved by the Board of Directors.

## **13. Monitoring effectiveness**

- 13.1 In order that the Committee can be assured that it is operating at maximum effectiveness in discharging its responsibilities as set out in these terms of reference and, if necessary, to recommend any changes to the Board, the Chair will ensure that once a year a review of the following is undertaken and reported to the next meeting of the Committee:
- The objectives set out in section 3 were fulfilled; and
  - An annual self-assessment on the effectiveness of the Committee is undertaken.

**Groups reporting to the People Committee**

People and Education Governance Group