The Queen Elizabeth Hospital King's Lynn
NHS Foundation Trust

DRAFT

PEOPLE COMMITTEE

TERMS OF REFERENCE – May 2021

1. Overall Purpose:

The People Committee is constituted as a standing committee of the Trust Board of Directors, with delegated authority in accordance with its terms of reference. Its constitution and terms of reference shall be as set out below, subject to amendment at future Board of Directors' meetings.

2. Key Responsibilities:

STRATEGIC

- To keep under review the development and delivery of the Trust's People Plan; ensuring that it is fit for purpose in supporting the delivery of the Trust's other key strategies ;
- To oversee and contribute to workforce redesign initiatives in alignment with the Trust's strategic plans;
- To receive details of workforce planning priorities which arise from the annual business planning process and to receive exception reports on any significant issues / risks and
- To oversee the implementation of the Trust's commitment to become a leader and NHS exemplar for Equality, Diversity and Inclusion.

OVERSIGHT

- To receive statutory workforce reporting information relating to Nursing / Skills Mix, Medical and Non-clinical staffing issues;
- To receive and review regular reports on human resources management in line with Trust priorities including but not limited to leadership development, workforce planning, productivity initiatives, policy development, recruitment and retention and workforce utilisation, engagement and experience;
- To receive and review reports on the National Staff Survey, ~~Staff Friends and Family~~ quarterly Pulse surveys and other staff feedback mechanisms, including Freedom to Speak Up, and ensure that action plans support improvement in staff experience and services to patients;
- To review performance against key workforce metrics and indicators relevant to the remit of the Committee, by exception;
- To oversee and/or commission recovery work to address areas of under delivery of strategic objectives;
- To monitor the people aspects of the Trust's recovery and restoration programme;
- To monitor progress against delivery of Corporate Strategy Key Strategic Objectives (KSO) 3 and 6;

- To advise the Board of key risks relating to workforce and employment practice and consider plans for mitigation as appropriate; and
- To monitor the effectiveness of controls and sources of assurance in respect of workforce-related risk identified on the Board Assurance Framework and corporate risk register.

POLICY AND REGULATION

- to oversee the Trust's workforce policy schedule to ensure that all policies are up-to-date;;
- To monitor and evaluate the Trust's compliance with relevant Equality and Diversity duties and legislation;
- To monitor and evaluate the Trust's responsibility for the health and wellbeing of its staff;

3. Accountability and Relationships:

The People Committee is accountable to the Board of Directors. The Committee will provide Chair's Assurance Reports from its meetings to the Board of Directors.

The Committee will co-operate with the Audit Committee in carrying out its responsibilities for providing assurance to the Board in respect of the Trust's governance systems and processes.

4. Membership:

Non-Executive Chair
3 NEDs (including the Committee Chair)
Deputy Chief Executive Officer (Exec. Lead for Organisational Development and Staff Engagement)
Director of ~~HR~~ People
Chief Nurse
~~Director of Finance~~

5. Attendance by invitation:

Deputy Medical Director
Head of Organisational Culture
Head of Staff Engagement and Events
Other Executive Directors and Officers of the Trust
~~Very Senior Managers~~
~~Senior HR staff~~

Whilst not members, the Trust Chairman, CEO and Trust Secretary may attend any meeting of the Committee.

6. Frequency of Meetings and Attendance

Meetings shall be held monthly, with the exception of August and December. Additional meetings shall be called as necessary.

Members are expected to attend at least 75% of meetings in a 12 month period.

Members and invited attendees unable to attend should notify the clerk to the committee 3 days in advance of the meeting (except in extenuating circumstances) and must identify a substitute to attend, who is appropriately briefed to present any necessary reports and participate in the meeting.

A NED will act as Chair of the Committee in the event of the named Chair being unable to attend.

7. Rules:

- Ordinary meetings will be held in accordance with the Trust's Annual Governance timetable and will be arranged 12 months in advance where possible;
- Members are required to treat all matters discussed at the People Committee relating to confidential and/or personal information, in strict confidence.
- Extraordinary meetings may be called with the agreement of the Chair, where necessary:
- Urgent business within the remit of the Committee requiring attention between meetings may be conducted using the Urgent Actions Procedure, or escalated to the Board;
- 'Any Other Business' to be notified to the Committee Chair prior to the meeting;
- Agendas and papers will be published 5 working days in advance of the meeting where possible, unless agreed with the Chair;
- Meetings to be minuted and separate action points recorded and circulated;
- A quorum will consist of 50% of core members, including at least 1 NED and 1 Executive Director;
- Chair's Assurance Reports will be made to the Board; and
- The Committee will make an Annual Report to the Board of Directors incorporating an annual self-assessment of its effectiveness against its terms of reference, submitting the self-assessment and any action/improvement plan resulting from the self-assessment.

8. Authority

The Committee may investigate, monitor and review any activity within its terms of reference. It may seek information from employees and employees are directed to co-operate with requests made by the Committee.

The Committee may secure the attendance of any individual with relevant experience and expertise if it considers this necessary. The Committee may seek to commission external specialist advice within policy and within budget.

The Committee may only approve proposals with financial implications, within its delegated authority and within policy and budget. Where decisions are required, which fall outside the delegated authority of the Committee, a recommendation for approval shall be made to the relevant committee via the Chair's Key Issues log and submission of supporting papers.

9. Monitoring Compliance with these Terms of Reference:

The Committee's Annual Report and future plans will be used to assess the Committee's compliance with its terms of reference. Compliance will be assessed by the Board of Directors in consultation with the Chair of the Committee.

10. Review

The Committee's Terms of Reference will be reviewed annually.

Reviewed by:	People Committee
Date:	~~January 2020~~April 2021
Ratified by:	The Board of Directors
Date Ratified:	~~February 2020~~May 2021
Review Date:	~~January 2021~~April 2022