

People Committee Terms of Reference

Role

The People Committee will seek assurance on the appropriateness of the people strategy and its implementation in support of the aims of the [NHS People Plan](#), across the Trust and in collaboration with local stakeholders.

Similar to the Remuneration committee, the committee will be mindful of the need to improve the diversity of the workforce so that it better reflects the populations which the Trust serves.

Alignment with Trust priorities

Quality Maintain and improve the quality of services delivered by CLCH

Workforce Make CLCH a great place to work for everyone¹

Quality strategy campaigns

Modelling the way (4) – providing innovative models of care, education and professional practice²

Promoting equality and tackling inequality strategy campaigns

Workforce Equality (2) - better staff experiences reflected in equal and improved staff survey results. Better outcomes reflected in recruitment, retention and promotion data

Definitions

“the Trust” means Central London Community Healthcare NHS Trust

“the committee” means the Workforce committee

“the Directors” means the Trust’s Board of Directors

1 Membership

1.1 Members of the committee shall be appointed by the Board of Directors. The committee will comprise two Non-executive Directors together with the following Executive Director(s): the Chief Nurse and the Director of People, service managers will attend as required.

1.2 Only members of the committee have the right to attend and vote at committee meetings. The committee may require other members of staff of the Trust, and other individuals such as internal and external audit to attend all or any part of its meetings as and when is necessary.

1.3 The Board shall appoint the Chair of the committee who shall be a Non-executive Director. In the absence of the committee Chair and/or an appointed deputy, the remaining members present shall elect one of the Non-executive Director members present to Chair the meeting.

2 Secretary

2.1 The Trust Secretary or their nominee shall act as the secretary of the committee.

¹ (NHS People Plan – ‘to make the NHS the best place to work’)

² (NHS People Plan ‘urgent action on nursing shortages’; ‘improving leadership culture and ‘workforce transformation’)

3 Quorum

- 3.1 The quorum necessary for the transaction of business shall be at least one Non-Executive Director and one Executive Director. A duly convened meeting of the 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 by the committee.

4 Frequency

- 4.1 The committee will meet three times per annum. The committee may meet on additional occasions, either in person or by correspondence, as determined necessary by the Chairman.

5 Notice of meetings

- 5.1 Meetings of the committee may be called by the secretary of the committee at the request of any of its members.

- 5.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the committee, any other person required to attend and all other non-executive directors, no later than 5 working days before the date of the meeting. Supporting papers shall be sent to committee members and to other attendees as appropriate, at the same time.

6 Minutes of meetings

- 6.1 The secretary shall minute the proceedings of all meetings of the committee, including recording the names of those present and in attendance.

- 6.2 Confirmed minutes of committee meetings will be shared with the Board of Directors.

7 Make CLCH a great place to work for everyone

- 7.1 To consider organisational development and strategy relating to the workforce including the review of performance indicators.
- 7.2 To monitor performance, undertaking deep dives as required to ensure management action is being taken to ensure all targets are met.
- 7.3 To receive copies of director led internal operational workforce performance meetings designed to identify and respond to concerns and challenges, for example from the workforce / people group including exception / flash reports.
- 7.4 To monitor the effectiveness of the Trust's staff engagement plans, including feedback and action taken in response to staff surveys.

8 Leadership and culture

- 8.1 To review confidential issues in relation to staff subject to professional misconduct, tribunals or Local Authority Designated Officer [LADO³] concerns, allegations or offences.
- 8.2 To seek assurance that equality and diversity goals are achieved.
- 8.3 To seek assurance that the statutory duty of revalidation for doctors and nurses is delivered effectively and for other professionals as this is mandated.
- 8.4 To maintain an oversight of the Raising Concerns Policy (including Freedom to Speak Up) and to monitor the effectiveness of the policy.

³ safeguarding children

8.5 Guardian of safe working reports and exception (flash) reports.

9 Recruitment and retention

9.1 To review performance in relation to clinical and medical staff recruitment and retention.

9.2 To seek assurance that all staff are receiving an effective annual appraisal and that robust succession plans and talent management processes are in place.

9.3 To consider management recommendations in relation to local pay and contractual arrangements in support of NHS service modernisation.

10 Workforce transformation and development

10.1 To review key education and training plans⁴, including staff competency assessments.

10.2 To consider statutory and mandatory training – processes to ensure all staff remain compliant.

10.3 To provide oversight of outcomes associated with the CLCH Academy.

10.4 To consider clinical workforce transformation issues (quality strategy campaign 4).

10.5 To provide assurance to the Trust board that HR initiatives in support of strategic workforce development are making appropriate progress against agreed measures, including future proofing the workforce.

11 Other matters

11.1 To consider all relevant risks and specifically equality and diversity risks rated 15 and above.

11.2 To seek assurance that the Trust is compliant with relevant HR legislation and best practice.

11.3 To report any material control issues to the Audit Committee.

11.4 At the end of the year, review its own performance and terms of reference to ensure it is operating at maximum effectiveness and recommend to the Board of Directors for approval, any changes it considers necessary.

12 Monitoring and Review

12.1 The Board will monitor the effectiveness of the committee through receipt of the committee's minutes and such written or verbal reports that the Chair of the committee might provide.

12.2 The secretary will assess agenda items to ensure they comply with the committee's responsibilities.

12.3 The secretary will monitor the frequency of the committee meetings and the attendance records to ensure attendance figures are complied with.

12.4 Terms of reference to be reviewed at least annually.

13 Reporting responsibilities

13.1 The committee will report to the Board of Directors on its proceedings after each meeting.

13.2 The committee shall make whatever recommendations to the Board of Directors it deems appropriate on any area within its remit where action or improvement is needed.

⁴ For example 'achieving excellence together'

14 Authority

- 14.1 A committee of the Board of Directors with no powers, other than those specifically delegated in these terms of reference. The committee is authorised:
- 14.2 To seek any information it requires from any employee of the Trust in order to perform its duties.
- 14.3 To obtain, outside legal or other professional advice on any matter within its terms of reference via the Trust Secretary.
- 14.4 To call any employee to be questioned at a meeting of the committee as and when required.

Considered by the People Committee on 17.03.21

Approved by the Board 25.03.21,