

People Committee Terms of reference

1. Purpose

- 1.1 To provide assurance to the Board that the People Strategy supports the corporate aims of the Trust and that the strategy is being implemented with appropriate results.
- 1.2 The People Committee is a formal committee established by the Board of Directors. The committee is a non-executive committee and has no executive powers other than those specifically delegated in these terms of reference.

2. Duties and responsibilities

On behalf of the Board of Directors the Committee will:

- 2.1 Take a strategic overview of Human Resource and Organisational Development practice within the Trust with particular reference to the aim of employing caring and cared for staff of the Trust's corporate strategy.
- 2.2 Provide assurance that the Trust's People Strategy is aligned to the national workforce agenda reflecting the NHS People Strategy.
- 2.3 Review and monitor progress against the NHS National Staff Survey with a particular focus on Staff Engagement and Health and Wellbeing.
- 2.4 Provide assurance to the Board of the effective use of its Human Resource through workforce planning and re-design strategies, succession planning and the monitoring of pay costs (including agency spend/usage).
- 2.5 Review and monitor workforce information, identify and monitor any management interventions / actions that may be required.
- 2.6 Provide assurance to the Board that the Human Resource policies are fit for purpose and support the Trust's corporate aims and objectives.
- 2.7 Commission and monitor specific pieces of work which the People Committee deem necessary in order to provide assurance to the Board.
- 2.8 Approve, monitor and support Human Resources and Organisational development matters in relation to external partners including partnership development, e.g. the South Yorkshire HRD Group and Acute Federation HRD Group.

- 2.9 Review the Board Assurance Framework (BAF) for risks associated with the work of the Committee and report any risks and assurances to the Audit Committee or Board.
- 2.10 Ensuring the Trust has effective systems in place for raising concerns at work including review of Freedom to Speak Up activity reports and monitoring of progress against agreed priorities.

3. Accountable to

This Committee is accountable to the Board of Directors.

4. Reporting

Group reports to	Reporting methods (e.g. minutes, progress report, assurance report)	Frequency
Board of Directors	A regular summary report of key areas of discussion and outcomes from the Committee meeting will be presented to the next Board of Directors meeting held in public.	After each meeting
	Minutes will be circulated to all members of the Board of Directors	After each meeting

5. Membership and attendance

Membership

Designation
Four Non-Executive Directors (including the Committee Chair and Deputy Chair)
Chief Medical Officer (Development)
Chief People Officer
Chief Nurse

In attendance

Designation
Chief Executive
Assistant Chief Executive
Communications and Marketing Director
Organisational Development Director

6. Quorum

Four members, of which at least one must be a Non-Executive Director.

At the discretion of the Chair, business may be transacted through a teleconference or videoconference provided that all Board members present are able to hear all other parties and where an Agenda has been issued in advance. Participation in a meeting via electronic means shall constitute presence in person at the meeting.

7. Meeting frequency

7.1 The People Committee will meet monthly, with the exception of August where there is no meeting during that month. The Committee may have additional ad hoc meetings as required when certain key issues necessitate.

7.2 The routine meetings will normally take place on the Monday (morning) 2 weeks before the monthly Board of Directors meeting.

8. Process for reviewing effectiveness (tick all that apply)

The effectiveness of the meeting will be monitored on an annual basis via the following:

- Annual review of terms of reference
- Annual report including review of work plan delivery and attendance
- Effectiveness questionnaire completed by members
- Internal / external audit review

9. Reporting structure – receive Meeting Assurance Reports from:

People Strategy Executive Committee

10. Document control

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