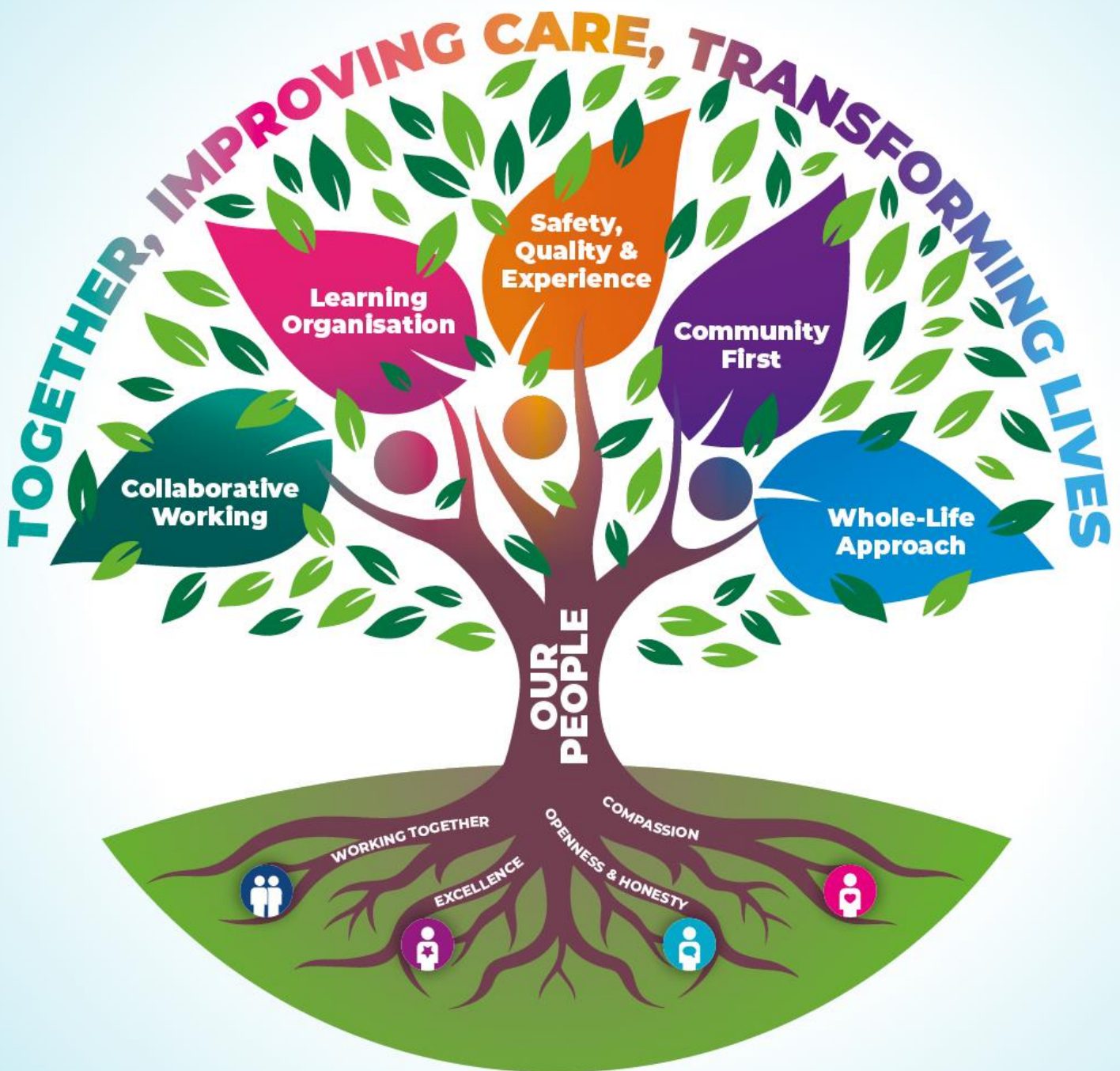


DRAFT PEOPLE AND CULTURE COMMITTEE TERMS OF REFERENCE



VERSION	1
ASSURANCE	SECOND LINE ASSURANCE
CONSTITUTION	<p>The Trust Board (The Board) hereby resolves to establish a Committee of the Board to be known as the People and Culture Committee (The Committee) to assist the Board and the Accounting Officer in exercising its key function as set out in the purpose statement below.</p> <p>The Committee is a Non-Executive and Executive Director committee of the Board and has no executive powers, other than those specifically delegated in these Terms of Reference.</p>
PURPOSE	<p>The Committee will provide assurance to Trust Board on all matters relating to workforce and organisational culture.</p> <p>The Committee will support the development of high quality, safe and sustainable services by ensuring the Trust attracts, retains, develops and engages a skilled, diverse and motivated workforce in line with the HSC Values, Trust strategic priorities and People Framework.</p> <p>The Committee will conduct its functions in line with the Trust’s Vision and Strategy 2030.</p>
MEMBERSHIP	<p>Membership:</p> <ul style="list-style-type: none"> • 3 Non-Executive Directors, one of whom will be designated as Chair of Committee • Director of Human Resources and Organisational Development (Lead Director for Committee) • Executive Director of Nursing, Midwifery, AHPs, Functional Support Services • Executive Medical Director • Executive Director of Social Work • Executive Director of Finance, Procurement & Estates <p>Attendance for the full meeting:</p> <ul style="list-style-type: none"> • Relevant Deputy Directors of HROD • Trade Union Chair(s) <p>In exceptional circumstances:-</p> <p>Where the Chair is unavailable, another Non-Executive Director shall chair the Committee.</p> <p>Where a Director is unavailable, a deputy (Assistant Director / Deputy Director) will be required to attend.</p> <p>Attendance for specific agenda items:</p> <ul style="list-style-type: none"> • Requirement that a Director / Assistant Director will be requested to attend when a report pertinent to their area of responsibility is being discussed.

	<ul style="list-style-type: none"> • Chair / Deputy Chair of the REaCH staff network • Chair / Deputy Chair of the ValuABLE staff network <p>Secretary: Meetings will be administrated via the Office of the Chair and Chief Executive.</p> <p>Other members of Trust staff may be required to attend meetings as the Committee considers necessary.</p>
<p>DUTIES</p>	<p>The remit of the Committee is to: -</p> <p>Our People Framework</p> <ul style="list-style-type: none"> • Approve and monitor the Trust’s People Framework ensuring its alignment to the HSC Workforce Strategy and seek assurance on the robustness of workforce plans and talent management strategies <p>Workforce Planning and Assurance</p> <ul style="list-style-type: none"> • Monitor workforce supply, recruitment, stabilisation and retention, and succession planning <p>Culture and Engagement</p> <ul style="list-style-type: none"> • Provide strategic oversight of organisational culture and workforce engagement, ensuring alignment with the Trust’s values and monitoring progress against agreed measures. This will include providing assurances in respect of the operation of the Trust’s Raising Concerns (Whistleblowing) Policy, identifying trends and issues <p>Workforce and Leadership Development</p> <ul style="list-style-type: none"> • Provide assurance on leadership and management development, and education and learning opportunities to build capability across the Trust <p>Health and Wellbeing</p> <ul style="list-style-type: none"> • Ensure that appropriate strategies and supports are in place to protect and promote the health and wellbeing of our staff <p>Equality, Diversity and Inclusion</p> <ul style="list-style-type: none"> • Oversee progress against statutory and strategic commitments ensuring the Trust meets its obligations under equality and human rights legislation <p>Performance Monitoring / Workforce Governance</p> <ul style="list-style-type: none"> • Scrutinise key workforce performance and governance indicators (e.g. staff profile data including agency and bank, staff turnover, absence, corporate mandatory training, appraisal rates, job planning, employee relations case metrics, HR Corporate and Directorate Risks, HR Internal Audit recommendations, policy compliance etc) <p>The Committee will receive a copy of the Corporate Risk Register at every meeting for reference.</p>

<p>AUTHORITY</p>	<p>The Committee is authorised to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee, through the relevant Director, and will be given the resources necessary to carry out its role. The Committee will be given full access to any information within the Southern Health and Social Care Trust that it requires to fulfil its function. The Committee is authorised by the Board to obtain external professional advice and to invite external personnel with relevant experience and expertise if it considers this necessary.</p> <p>The Committee will at its discretion where it is deemed relevant will be able to refer risks to other standing Trust Board Committees.</p>
<p>MEETINGS</p>	<p>Quorum: A quorum shall be three members, two of which must be Non-Executive Directors and one Executive Director (which includes an Executive Director or Deputy).</p> <p>Frequency of Meetings: Meetings shall be held on a quarterly basis. The Chair can convene a meeting for a special purpose at any time.</p> <p>Papers: Meeting agenda and papers will be disseminated no later than 5 working days prior to the meeting date.</p> <p>Meeting Arrangements: All meetings will be held in person. At the Chair’s discretion, a virtual meeting may be held.</p>
<p>REPORTING</p>	<p>The minutes of the Committee shall be formally recorded by the Committee Secretary and submitted to the Board following approval of the Committee.</p> <p>Following each Committee meeting, the Committee Chair will present a written summary report on the meeting to the next Board meeting, drawing to the attention of the Board any issues that require executive action. This will include recommendations made by the Committee for Trust Board approval.</p> <p>Any business conducted in a confidential session by the Committee will be reported to a confidential session of the Trust Board.</p> <p>The Committee will report to the Board annually on its work in discharging its responsibilities.</p>
<p>OTHER MATTERS</p>	<p>The Committee shall be supported administratively by the Office of the Chair and Chief Executive, whose duties in this respect will include:</p> <ul style="list-style-type: none"> • Agreement of agenda with the Chair • Collation and distribution of papers no less than 5 working days in advance of the meeting

	<ul style="list-style-type: none"> • Ensuring appropriate arrangements are in place for the servicing of the Committee including taking and producing draft minutes of the meeting for the Chair’s approval • Taking forward matters arising and issues to be carried forward • Assisting the Committee Chair in ensuring the effective operation of the Committee • Advising the Committee on pertinent issues • Annual review of the Terms of Reference and recommendation of updates • Development and maintenance of the Committee work plan for the calendar year • Production of Committee Annual Report in conjunction with the Committee Chair • Ensuring that new members receive appropriate induction training and that all members are supported in identifying and participating in ongoing training
<p>CONFLICT/ DECLARATION OF INTEREST</p>	<p>The Chair of the Committee shall seek any declaration or conflict of interest on any matter at the outset of each meeting.</p> <p>Withdrawal of individuals in attendance:</p> <p>During the course of a meeting, if a Conflict of Interest is established, the member concerned should withdraw from the discussion and play no part in the relevant discussion or decision.</p> <p>Individuals invited for a specific item will be asked to withdraw following completion of that item.</p> <p>All stated declarations of interest made shall be formally recorded in the minutes.</p>
<p>REVIEW</p>	<p>The Committee will review and approve its Terms of Reference on an annual basis and present to Trust Board.</p>