

Meeting title:	Trust Board – Public	Public Trust Board paper O2				
Date of the meeting:	12 January 2023					
Title:	People and Culture Terms of Reference					
Report presented by:	Becky Cassidy, Director of Corporate and Legal Affairs					
Report written by:	Becky Cassidy, Director of Corporate and Legal Affairs					
Action – this paper is for:	Decision/Approval	x	Assurance		Update	x
Where this report has been discussed previously						

Acronyms used:

Purpose of the Report

The report provides the Board with the reviewed terms of reference for the People and Culture Committee.

Recommendation

The Board is asked to:

- Approve the review terms of reference as recommended by the People and Culture Committee

Summary

The terms of reference and annual work plan for the People and Culture Committee have been reviewed as part of its annual cycle. This has been done to ensure the committee purpose and functionality remains fit for purpose.

Supporting documentation

Appendix 1 – reviewed terms of reference

People and Culture Committee

Terms of Reference

1. Constitution

The University Hospitals of Leicester NHS Trust hereby resolves to establish a Committee of the Trust Board (hereafter referred to as “the Board”) to be known as the People and Culture Committee (hereafter referred to as “the Committee”).

The Committee shall have terms of reference conferring delegated authority from the Board and will be subject to conditions such as reporting its activities of the Board, as the Board shall decide and act in accordance with any legislation, regulation or direction issued by regulators or statutory bodies.

2. Purpose

The purpose of the Committee is to act as a point of triangulation which seeks assurance from officers on the appropriateness and effectiveness of, and the adequacy of risk management arrangements associated with progress against the People Strategy.

3. Membership

The Committee shall comprise:

Core Members

- 4 x Non-Executive Directors (not including the Trust Chair) one of whom will chair the Committee and one whom is the NED lead for Equality, Diversity and inclusion.
- Chief People Officer
- Director of Health, Equality and Inclusion
- Chief Information Officer
- Chief Nurse
- Chief Operating Officer

Additional Attendance

Colleagues will be asked to attend to present and discuss relevant topics associated with their portfolio as is appropriate.

A standing invitation to attend the Committee will be extended to the following:

- Chief Executive
- Trust Chair
- Other Non-Executive Directors

- Representatives of Internal and External Audit
- Deputy Director of People Services
- Head of Risk and Assurance
- Director of Corporate and Legal Affairs

The secretary and administrative support to the Committee shall be provided through the Corporate and Committee Services.

A deputy shall be nominated to attend a meeting of the Committee when the absence of one of the members (detailed above) would prevent an item of business being addressed. The deputy attending shall count towards meeting quorum, but not to the attendance record of the committee member him / herself.

All members shall attend a minimum of 75% of meetings of the Committee on a rolling 12 month basis.

4. Quorum

Quorum shall be 4 members to include 2 Non-Executive Directors (one of whom will chair if the Committee chair is unavailable) and 2 Executive Directors.

5. Meetings

The Committee shall meet a minimum of 6 times per annum. Additional ad hoc meetings may be convened as and when required.

6. Duties

The Committee will:

6.1 Monitor and take assurance against the Trust's approach to Equality, Diversity and Inclusion monitoring and improvements.

6.2 Monitor and review the Trust's performance against the Workforce Race Equality Standard (WRES), Workforce Disability Equality Standard (WDES) and the Equality Delivery System 2 (EDS2) progress and corresponding actions.

6.3 Receive assurance that the Trust continues to develop and embed an open and safe culture towards Speaking Up. Receive quarterly FTSU reports in relation to concerns raised, themes and outcomes ensuring the Board has sight of any escalations of a concerning nature

6.4 Gain assurance that the Trust approach and initiatives connected to the promotion of staff health and wellbeing are aligned to workforce needs and embody the culture and values of the organisation

6.5 Receive quarterly assurance reports from the Guardian of Safe Working Hours

- 6.6 Receive assurance there are robust and effective processes in place for the delivery of transactional services
- 6.7 Be assured that the Trust's approach and initiatives connected to attract, recruitment and retention are effective
- 6.8 Seek assurance the Trust has an appropriate workforce plan which aligns with the Trusts broader business plan
- 6.9 To gain assurance on the Trust approach and initiatives connected to culture improvement
- 6.10 Seek assurance there is a positive and open culture to staff engagement and that there are appropriate processes in place for engaging and communicating with staff on Trustwide initiatives
- 6.11 To receive and review the findings of the annual National Staff Survey, and take assurance on the implementation and effectiveness of resultant actions
- 6.12 Receive assurance there are robust systems and processes in place for management and resolution of employee relations matters. The committee should receive regular updates on the status of employee relation cases and any escalations of particular concerns
- 6.13 Seek assurance there are appropriate processes in place to enable the responsible Officer to carry out their statutory duties. Receive the annual completion of Medical Revalidation
- 6.14 To receive assurance the Trust has a learning and organisational development programme to support staff at every level and reinforces the culture and values the Trust is seeking to achieve
- 6.15 To review the Committee's associated risks on the Board Assurance Framework at each meeting. The committee will assess the level of assurances received, risk appetite and tolerance of each risk and determine its status. Reports to the Trust Board and/or Audit Committee will be produced as required

General Governance Responsibilities

- 6.16 To receive assurance in relation to any deep dives issued by the Trust Board. To follow up with assurance back to the Board on the findings and subsequent actions
- 6.17 To receive the outcome report of all internal audit reports which are aligned with the work of the committee, seeking assurance there is a plan to address the recommendations
- 6.18 To receive annual reports for:
- Equality, Diversity and Inclusion
 - Freedom to Speak Up

- Health and Wellbeing
- Safer staffing

6.19 To receive regular assurance reports from reporting groups/Committees ensuring escalations are discussed and fed back to the group

6.20 To escalate issues of concern requiring Board awareness and or attention

6.21 To develop and maintain an annual work programme to reflect and enable assurance in relation to the above duties

6.22 To annually review the Committee terms of reference to ensure they remain fit for purpose and align with annual work programme

6.23 To produce an annual report incorporating the Committee's effectiveness to adhere to the duties placed upon it

6.24 To review any reporting subcommittee structure to ensure both efficiency and effectiveness of reporting, including any addition of new sub-committees or working groups as required

6 Reporting and Governance

The Committee shall produce minutes of its meetings which will be formally ratified at the following meeting. A written summary each meeting shall be submitted to the next scheduled meetings of the Board. The summary will focus on items of escalations and specific items connected to strategic risks and strategic direction.

In addition, an annual report will be produced by the Corporate and Committee Services team setting out the Committee's compliance with its terms of reference and performance of its duties. This will be informed by an annual self-assessment conducted by the committee, ensuring its work and responsibilities are reflective of the changing environment within which the Committee functions. The Board will receive and approve the annual report.

7 Review

The Committee will continually review the effectiveness, and where appropriate, revise the committee membership and terms of reference at least annually. Ratification will be by the Board.

8 Ratification

Updated and reviewed by: People and Culture Committee

Date: 22 December 2022

Ratified by: Trust Board

Date: January 2023