NHS Devon

People and Culture Committee
Terms of Reference

1. Constitutional Obligations

1.1 The ICB (Integrated Care Board) hereby resolve to establish a Committee of the ICB Board known as The People and Culture Committee.

1.2 These terms of reference set out the Membership, remit, responsibilities, and reporting arrangements of the Committee and shall have effect as if incorporated into the ICB Constitution and standing orders.

2. Purpose & Responsibilities

2.1 The purpose of the People and Culture Committee is to provide strategic direction, assurance and oversight of strategic people issues, inclusion, and organisational development, identifying key issues and risks requiring discussion or decision by the ICB Board.

2.2 The People and Culture Committee is authorised by the Board to create task and finish sub-groups to take forward specific programmes of work as considered necessary by the Committee's members.

2.3 The Committee shall determine the membership and terms of reference of any such task and finish sub-groups in accordance with the ICB's constitution, standing orders and SoRD but may /not delegate any decisions to such groups.

3. Membership

The core Membership of the Committee shall be:

The following Members have voting rights:

- ICB Non-Executive Member (Chair)
- ICB Non-Executive (Deputy Chair)
- ICB CEO
- ICB Primary care lead
- Provider Organisation CEO
- LA Lead CEO
- Director of Strategic Workforce
- Director of Communications, HR, Governance and IT

To enable collaborative working in its truest form, the Committee members, or their nominated deputies, will be system representatives from both health and care
Attendees do not have voting rights and will attend the Committee by invitation.
The Chair of the Group may co-opt any specialty or subject matter expertise representation as appropriate and particularly, when the Group is discussing areas of risk or operation that are the responsibility of that attendee.
Note: When a Committee Member is unable to attend, a nominated formal deputy with sufficient authority must attend in their place. Deputies will have the decision making and voting rights of the person he/she is representing.

4. Quorum

4.1 A quorum of the People Board shall be a minimum of 4 and will be dependent on agenda items. This will include at least one non-executive.

4.2 A decision put to a vote at the meeting shall be determined by a majority of the votes of independent Members present. In the case of an equal vote, the Chair of the Committee shall have a second and casting vote.

4.3 People invited to attend, or those in attendance to the Committee do not have the right to vote.

5. Register of Interests

5.1 The Register of Interests will be reviewed at each meeting.

5.2 Members will be asked by the Chair of the People and Culture Committee to declare any interests at the beginning of each meeting. If a member feels compromised by any agenda item they should declare a conflict of interest and leave for that agenda item.

6. Frequency of Meetings

6.1 The People and Culture Committee must consider the frequency and timing of meetings needed to allow it to discharge all its responsibilities and will meet at least quarterly.

6.2 The meeting of the People and Culture Committee may be as a committee on its own or together with other assurance Committees of the ICB Board.

7. Reporting arrangements

7.1 The People and Culture Committee will report directly to the ICB Board and will also report a summary of its activities to the Regional People Board at regular intervals determined through the People and Culture Committee forward planner.

7.2 The Committee Chair shall report formally to the ICB Board on its proceedings after each meeting on all matters within its duties and responsibilities. The report shall be presented to the public meeting of the ICB Board. The Committee shall make recommendations to the ICB Board on any area within its remit where action or improvement is needed.

7.3 The Committee is authorised by the ICB to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to co-operate with any request made by the Committee.

7.4 The Executive Workforce (People Plan) Group will report into this committee, and may include the following but is not limited to:

- **looking after our people** – with quality health and wellbeing support for everyone
- **belonging in the NHS and social care** – with a particular focus on tackling the discrimination that some staff face
- **new ways of working and delivering care** – making effective use of the full range of our people's skills and experience
- **growing for the future** – how we recruit and keep our people, and welcome back colleagues who want to return.

8. Statutory Functions, Committee Oversight and KPIs (Internal Monitoring)

8.1 The ICB Board has delegated the following authorities to the Committee:

- Recommend the approval of the workforce strategy
- Approve Annual People Plan Priorities.
- Recommend approval of the annual workforce and education plans to the ICB Board.
- Provide assurance and identify areas of risk, together with assurance on mitigation of these risks, to report and escalate to the ICB Board at regular intervals.
- Provide assurance that the ICB and wider system are taking appropriate and sufficient action to recruit and maintain a diverse workforce

9. Administration

9.1 The Committee shall be supported with a secretariat function. Which will include ensuring that:

- The agenda and papers are prepared and distributed in accordance with the Standing Orders having been agreed by the Chair with the support of the relevant executive lead.
- Records of members' appointments and renewal dates and the Committee is prompted to renew membership and identify new members where necessary.
- Good quality minutes are taken in accordance with the standing orders and agreed with the chair and that a record of matters arising, action points and issues to be carried forward are kept.
- The Chair is supported to prepare and deliver reports to the Committee.
- The Committee is updated on pertinent issues/ areas of interest/ policy developments; and
- Action points are taken forward between meetings.

Review

- The Committee will review its effectiveness at least annually.
- These Terms of Reference will be reviewed at least annually and earlier if required. Any proposed amendments to the terms of references will be submitted to the ICB Board for approval.

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