

Terms of Reference



People and Development Committee	
1. APPROVING BODY	Board of Directors
2. DATE APPROVED	12 May 2022
3. PURPOSE	The purpose of the People and Development Committee is to seek assurance, on behalf of the Board of Directors, on all aspects relating to the Trust's people, culture, capacity, capability and skills, in support of the over-arching mission to provide safe, effective and responsive care for all.
4. RESPONSIBILITIES	<p>The People and Development Committee shall have the following responsibilities:</p> <p>Strategy and Planning</p> <p>4.1 Review and monitor delivery of the NEAS Strategy and corporate objectives as they relate to people and their development;</p> <p>4.2 Oversee the development and implementation of a People Plan that supports the Trust's vision and continues to maximise the potential of its people to deliver the highest quality of care to patients while ensuring that NEAS is a great place to work and grow;</p> <p>4.3 Review and monitor other plans relevant to its remit, ensuring alignment with the Trust's vision and strategic direction and provide assurance to the Board on their ongoing development and delivery. These include but are not limited to:</p> <ul style="list-style-type: none">• Equality, Diversity and Inclusion Plan• Health and Wellbeing Work Plan• Workforce Plan• Education and Training Plan• Culture and Staff Experience Plan <p>Performance</p> <p>4.4 Review and monitor relevant people metrics including but not limited to: health and wellbeing, sickness absenteeism, education, learning, training and development, pre-employment checks, employee relations matters, staff turnover etc.</p> <p>4.5 Oversee thematic deep dives into areas where people and development may be challenged;</p> <p>Culture</p> <p>4.6 Review the annual staff survey results and other sources of staff feedback, and receive robust assurance regarding the development and/or inclusion of any associated improvements into existing plans;</p>

- 4.7 Oversee the development of a consistent culture where people feel safe and able to raise concerns and that concerns raised are addressed;
- 4.8 Ensure the Trust's activities promote the health, wellbeing and psychological safety of all individuals who deliver services on behalf of NEAS;
- 4.9 Ensure a positive working relationship with staff-side representatives;
- 4.10 Ensure the Trust is actively seeking to reduce inequalities in staff experience and systematically and effectively promotes equality, diversity and inclusion;
- 4.11 Ensure that the Trust has comprehensive leadership development and succession planning programmes in place to support leaders at all levels of the organisation and which is designed to reinforce the culture the Trust is seeking to achieve.

Governance, Risk and Compliance

- 4.12 Review the organisational risk register and Board Assurance Framework and receive assurance that risks relevant to the remit of the Committee are being adequately managed through robust mitigation, action and improvement plans.
- 4.13 Oversee external assessments and any major internal audit reports in relation to our people, seeking assurance that appropriate actions are being implemented to address any recommendations/findings.
- 4.14 Monitor compliance with employment legislation and the standards of relevant external bodies including implementation of the NHS Workforce, Race and Equality Standard (WRES) and the Workforce Disability Equality Standard (WDES);
- 4.15 Monitor the adequacy of the performance and regulatory framework in place to ensure the Trust meets the people elements of the essential levels of quality and safety as set out by the system of registration and legislation, providing assurance to the Board, including Fitness to Practice, Fit and Proper Persons, Disclosure and Barring Service and Driving Licensing;
- 4.16 Oversee underpinning policies and procedures, guidelines, protocols and plans to support delivery of agreed strategy. Monitor compliance with the policies – this may be undertaken through audits, or any established sub-groups with assurance being provided to the Committee through the assurance and escalation reports.

Other

- 4.17 Review national, sectoral and regional developments and guidance relating to our people and provide the Board with specialist advice on implications and assurances that best-practice will be considered and/or implemented.

<p>5. AUTHORITY</p>	<p>The People and Development Committee is constituted as a Committee of the Foundation Trust's Board of Directors. It shall have the authority to:</p> <ul style="list-style-type: none"> 5.1 Review risks within its remit and escalate where necessary. 5.2 Obtain information it requires from within NEAS or externally. 5.3 Investigate any activity within its Terms of Reference. 5.4 Seek any information it requires from any relevant Trust manager or member of staff. All members of staff and managers are directed to co-operate with any request made by the People & Development Committee. 5.5 Invite other individuals with relevant skills, experience or expertise to attend meetings as necessary. 5.6 Obtain independent professional advice as it considers necessary in accordance with these Terms of Reference. 5.7 Establish sub-committees or working groups which will report to the People and Development Committee. 5.8 Other authorities as may from time to time be delegated to it by the Board of Directors.
<p>6. REPORTING</p>	<p>The People and Development Committee will report to the Board of Directors on its proceedings after each meeting on all matters within its responsibilities.</p>
<p>7. SUB-COMMITTEES</p>	<p>N/A</p>
<p>8. CHAIR</p>	<p>Alison Slater, Non-Executive Director</p>
<p>9. MEMBERSHIP</p>	<p>In addition to the Chair, the Committee shall include:</p> <ul style="list-style-type: none"> 9.1 Non-Executive Director (Vice Chair) 9.2 Director of People and Development 9.3 Chief Operating Officer 9.4 Director of Quality, Patient Safety, Innovation & Improvement 9.5 Medical Director <p>The People and Development Committee will review its membership annually to ensure that it best reflects the requirements of governance within the Trust.</p>
<p>10. IN ATTENDANCE</p>	<p>The following individuals shall be in attendance:</p> <ul style="list-style-type: none"> 10.1 Deputy Chief Operating Officer 10.2 Assistant Director of Communications and Engagement 10.3 Head of Human Resources and Organisational Development 10.4 Head of Workforce Development 10.5 Trust Secretary
<p>11. SECRETARY</p>	<p>The Secretary will ensure that the Committee receives information and papers in a timely manner to enable full and proper consideration to be given to the issues.</p>
<p>12. QUORUM AND ATTENDANCE</p>	<p>12.1 A quorum shall be three members; one of whom must be a Non-Executive Director.</p>

	<p>12.2 Members are expected to attend all meetings unless they are on leave, when they may officially delegate their attendance to their Deputy. This delegate counts towards quorum.</p> <p>12.3 Prior notice of absence and the attendance of a delegate must be provided to the Chair and the Secretary no less than 24 hours in advance of the meeting.</p>
<p>13. VOTING</p>	<p>13.1 Decisions of the Committee shall be reached by consensus;</p> <p>13.2 Any action required or permitted to be taken by the Committee may be taken without a meeting if (i)</p> <p>13.2.1 the Chairperson calls for such action to be taken by written consent, which includes email and;</p> <p>13.2.2 the written consents are filed with the records of the meetings of the Committee.</p>
<p>14. MEETING ARRANGEMENTS</p>	<p>The following arrangements shall be observed for meetings of the Committee:</p> <p>14.1 Meetings shall be held on a bi-monthly basis.</p> <p>14.2 Additional meetings may be called at the request of any members of the Committee or the Chair of the Board of Directors.</p> <p>14.3 Written notice of the date, time and place of the meeting shall be provided to each member at least five working days in advance.</p> <p>14.4 Each meeting shall include an agenda and matters not specified on the agenda may be taken up at the meeting at the discretion of the Chair.</p> <p>14.5 The agenda together with the relevant reports and documents will be forwarded to members at least five working days in advance to enable preparation prior to meetings.</p> <p>14.6 The Secretary shall keep minutes of all meetings which will include the following:</p> <ul style="list-style-type: none"> • Persons in attendance • Date and duration of meeting • Expressions of conflicts of interest • Identification of topics discussed • Recommendations made • Actions taken • Record of voting <p>14.7 Minutes of the meeting shall be reviewed by the Chair and submitted to members for approval at the next meeting, or where urgency exists, by email vote. Once approved, minutes shall be circulated to all members for their records and retained by the Secretary within the meeting records.</p>
<p>15. CONFIDENTIALITY</p>	<p>Members are encouraged to communicate key decisions and issues for the purpose of delivery of the objectives of the People and Development Committee, however members are expected to hold confidential deliberations in the strictest of confidence, and when in doubt should consult with the Chair.</p>

16. CONFLICT OF INTEREST	<p>The Secretary shall ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly. Where it is deemed by the Chairperson that a conflict exists, the member will be excused from deliberations and must abstain from voting on any resolution in which he/she and/or his/her associates have a material interest.</p>
17. TERMS OF REFERENCE	<p>The People and Development Committee shall review its Terms of Reference at least annually to ensure it is operating at optimum effectiveness and recommend any changes it considers necessary to the Board of Directors for approval.</p>
18. NEAS VALUES	<p>Members have a collective and individual responsibility to conduct themselves in a manner which reflects the NEAS values of Compassion, Accountability and Responsibility, Respect and Excellence and Innovation.</p>
19. REVIEW OF PERFORMANCE	<p>The People and Development Committee shall review its performance annually.</p>