

People Committee Terms of Reference

1. Introduction

Constitution:

The People Committee is established by the Integrated Care Board (the Board or ICB) as a Committee of the Board in accordance with its Constitution.

These terms of reference, which must be published on the ICB website, set out the membership, the remit, responsibilities and reporting arrangements of the Committee and may only be changed with the approval of the Board.

The Committee is a non-executive committee of the Board and its members, including those who are not members of the Board, are bound by the Standing Orders and other policies of the ICB.

Purpose:

The aims of the ICB are to:

- improve outcomes in population health and healthcare
- tackle inequalities in outcomes, experience and access
- enhance productivity and value for money
- help the NHS support broader social and economic development.

The purpose of our People Committee is to support our Integrated Care System workforce of 50,000 people through our integrated care board team of 500 people and Partners in order to deliver and maintain the wellbeing of our 1,000,000 citizens in Bristol, North Somerset and South Gloucestershire.

To contribute to the overall delivery of the ICB objectives by providing oversight and assurance to the Board on the adequacy and delivery of the ICS People Strategy and Plan and the People Strategy and Plan for the ICB specifically.

The duties of the Committee will be driven by the organisation's objectives and the associated risks. An annual programme of business will be agreed before the start of the financial year; however, this will be flexible to new and emerging priorities and risks.

The Committee has a dual purpose, as its role pertains both to ICS organisations across the system and specifically to the ICB employed staff.

ICS System-wide vision and purpose:

Our vision for every single person within our 50,000 to feel safe, valued and supported in their roles and responsibilities to successfully improve the health and wellbeing of our 1,000,000 citizens.

Oversee governance and resourcing of system and national workforce priorities and including the 10 People Requirements of an ICB and the People Promise and provide assurance of delivery against agreed Workforce Priorities through the People Steering Group

ICB Organisational vision and purpose:

Our vision is for every member of our 500 people to feel supported, empowered and motivated to improve the health and wellbeing of our 1,000,000 citizens.

Ensure that there is appropriate alignment between the ICS and priorities and those of the ICB pertaining to staff employed by the ICB, including:

- a relevant and robust ICB people strategy and plan which aligns with the ICS priorities
- the ICB's culture, inclusion and talent management approaches are targeted and monitored appropriately and that the ICB is "Well Led"

The Board may delegate further functions to the Committee as required

2. Delegated Authority

The People Committee is authorised by the Board to:

- Deliver its purpose as set out in these terms of reference
- Investigate any activity within its terms of reference;
- Seek any information it requires within its remit, from any employee or member of the ICB (who are directed to co-operate with any request made by the committee) within its remit as outlined in these terms of reference;
- Commission any reports it deems necessary to help fulfil its obligations;
- Obtain legal or other independent professional advice and secure the attendance of advisors with relevant expertise if it considers this is necessary to fulfil its functions. In doing so the committee must follow any procedures put in place by the ICB for obtaining legal or professional advice;
- Create sub-groups in order to take forward specific programmes of work as considered necessary by the Committee members. The Committee shall determine the membership and terms of reference of any such sub-groups in accordance with the ICB's constitution, standing orders and Scheme of Reservation and Delegation (SoRD). The committee may not delegate any of its accountabilities to such sub-groups.

For the avoidance of doubt, in the event of any conflict, the ICB Standing Orders, Standing Financial Instructions and the SoRD will prevail over these terms of reference other than the committee being permitted to meet in private.

3. Membership

The Committee members shall be appointed by the Board in accordance with the ICB Constitution.

The Board will appoint no fewer than four members of the Committee including one who is a Non-Executive Member of the ICB Board. Other members of the Committee need not be members of the Board, but they may be.

Chair and Vice Chair:

In accordance with the constitution, the Committee will be chaired by Non-Executive Member of the ICB appointed on account of their specific knowledge skills and experience making them suitable to chair the Committee. Committee members may appoint a Vice Chair from amongst the Non-Executive Member, partners or system NED members.

In the absence of the Chair, or Vice Chair, the remaining members present shall elect one of their number Chair the meeting.

The Chair will be responsible for agreeing the agenda and ensuring matters discussed meet the objectives as set out in these ToR.

Attendees:

Only members of the Committee have the right to attend Committee meetings, but the Chair may invite relevant staff to the meeting as necessary in accordance with the business of the Committee. The Chair of the ICB Board will be invited to attend. The Chair of the ICB Board will not be a voting member.

Meetings of the Committee may also be attended by individuals "in attendance" who are not members of the Committee for all or part of a meeting as and when appropriate. The Chair may ask any or all of those who normally attend, but who are not members, to withdraw to facilitate open and frank discussion of particular matters.

Other individuals may be invited to attend all or part of any meeting as and when appropriate to assist it with its discussions on any particular matter including representatives from the Health and Wellbeing Board(s), Secondary and Community Providers

4. The members of the People Committee are:

The membership of the Committee shall comprise membership which may include

a. ICS People Committee:

- Non-Executive Member of the ICB (chair)
- ICB Chief People Officer
- ICB Chief Medical Officer
- ICB Chief Nursing Officer
- ICB Chief Financial Officer
- Chair of People Committee* UHBW (NED role)
- Chair of People Committee* NBT (NED role)
- Chair of People Committee* Sirona (NED role)
- Chair of People Committee* AWP (NED role)
- Primary Care Representative
- ICB Local Authority Partner

b. ICB People Committee:

- Non-Executive Member of the ICB (chair)
- Non-Executive Member of the ICB (vice chair)
- ICB Chief People Officer
- Executive directors of the ICB

5. In attendance

a. ICS system wide:

- Chair of People Programme Board
- ICS People Programme SROs
- People Programme Officers as required.

b. ICB Organisation:

- HR and Inclusion Officers as required.

Where an attendee of the Committee (who is not a member of the Committee) is unable to attend a meeting, a suitable alternative may be agreed with the Chair. Suitable alternatives can also attend for members in agreement with the Chair.

6. Administration

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 Board 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 Board;
- The Committee is updated on pertinent issues/ areas of interest/ policy developments; and
- Action points are taken forward between meetings.

7. Quoracy

For a meeting of either the ICS People Committee or ICB People committee to be quorate a minimum of three members of the Committee must be present and must include either the Chair or the Vice Chair

If any member of the Committee has been disqualified from participating on item in the agenda, by reason of a declaration of conflicts of interest, then that individual shall no longer count towards the quorum.

If the quorum has not been reached, then the meeting may proceed if those attending agree, but no decisions may be taken.

Decision making and voting:

Decisions will be taken in accordance with the Standing Orders. The Committee will ordinarily reach conclusions by consensus. When this is not possible the Chair may call a vote.

Only members of the Committee may vote. Each member is allowed one vote and a majority will be conclusive on any matter.

Where there is a split vote, with no clear majority, the Chair of the Committee will hold the casting vote.

If a decision is needed which cannot wait for the next scheduled meeting, the Chair may conduct business on a 'virtual' basis through the use of telephone, email or other electronic communication.

8. Frequency of meetings

The Committee will meet in private.

The Committee will meet alternate months for each of the two components, a) ICS People Committee, and b) ICB People Committee, and arrangements and notice for calling meetings are set out in the Standing Orders. Additional meetings may take place as required.

In accordance with the Standing Orders, the Committee may meet virtually when necessary and members attending using electronic means will be counted towards the quorum.

9. Remit and Responsibilities

The Committee's duties are as follows:

ICS People Committee:

- Develop and recommend to the ICB Board the ICS People Strategy and Plan and monitor its implementation across the system.
- Agreement of the formal governance and accountability arrangements for people and workforce functions in the ICS, including appointing senior responsible officers (SROs).
- Ensure there is appropriate trade union and staff engagement with the ICS People Programme
- Oversight of how and where specific people responsibilities are delivered and funded within the ICS and hold providers and SROs to account for delivery on agreed priorities
- Assuring the delivery of the 10 People Functions of an ICS which may change but currently include:
 - 1) Supporting the health and wellbeing of all staff
 - 2) Growing the workforce for the future
 - 3) Supporting inclusion and belonging for all
 - 4) Supporting leadership at all levels
 - 5) Educating, training and developing people, and managing talent
 - 6) Leading workforce transformation and new ways of working
 - 7) Driving and supporting broader social and economic development
 - 8) Transforming people Services
 - 9) Leading coordinated workforce planning
 - 10) Supporting system design and development

- Oversee the assessment of the ICS's readiness, capacity, and capability to deliver the people function.
- Oversee the ICS Leadership and Talent Board: accountable for the development and delivery of the ICS talent strategy.
- Ensure there is a clear understanding of the ICB and system strategic workforce priorities and that plans are in place to deliver these
- Provide assurance that legislative and regulatory requirements relating to workforce are understood and met.
- Challenge and scrutinise workforce risks, ensuring they are understood and mitigating actions are identified and implemented.
- Monitor key workforce metrics to ensure that the expected standards are being delivered;
- Provide assurance to the ICB Board on the ICBs' equalities and diversity strategy, and equality delivery systems.

ICB People Committee:

- Ensure that there is appropriate alignment between the ICS and priorities and those of the ICB pertaining to staff employed by the ICB, including:
 - Development of a relevant and robust people strategy and plan which aligns with the ICS priorities, and recommend that strategy to the ICB Board
 - Monitor the implementation of the ICB people strategy and plan
 - Ensure the ICB's culture, inclusion and talent management approaches are targeted and monitored appropriately and that the ICB is "Well Led"

10. Behaviours and Conduct

Benchmarking and guidance:

The Committee will take proper account of National guidance, best practice and appropriate benchmarking.

ICB values:

Members will be expected to conduct business in line with the ICB values and objectives and the principles set out by the ICB.

Members of, and those attending, the Committee shall behave in accordance with the ICB's constitution, Standing Orders, and Standards of Business Conduct Policy.

Equality diversity and inclusion:

Members must demonstrably consider the equality, diversity and inclusion implications of decisions they make.

11. Reporting Requirements

The Committee is accountable to the Board and shall report to the Board on how it discharges its responsibilities.

The minutes of the meetings shall be formally recorded by the secretary and submitted to the Board in accordance with the Standing Orders

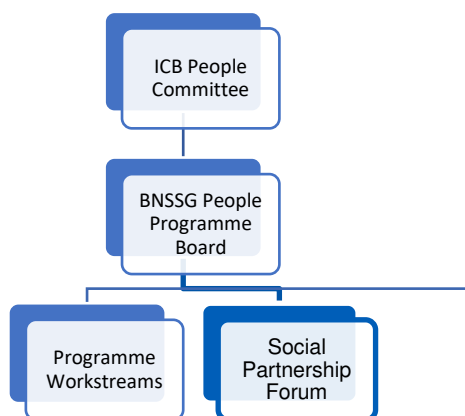
The Chair will provide assurance reports to the Board at each meeting and shall draw to the attention of the Board any issues that require disclosure to the Board or require action.

The Committee will provide the Board with an Annual Report. The report will summarise its conclusions from the work it has done during the year.

Accountability will be different for the ICS People Committee and the ICB People Committee

ICS People Committee

Delivery will be through the People Programme Board which will be accountable to the People Committee.



ICB People Committee:



12. Review of Terms of Reference

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 reference will be submitted to the Board for approval

01/12/22