

Terms of Reference
People and Culture Committee (version 4 – 26 January 2021)

Function	<p>The People and Culture Committee (PCC) is a Committee of the Board of Directors (Board), established to provide assurance to the Board that the Trust has appropriate and effective strategies and plans relating to workforce, education, organisational development and culture, so as to enable the Trust to meet its Strategic Objectives.</p>
Purpose	<p>The specific responsibilities of the Committee are as follows:</p> <p>Provide oversight of the Trust’s People and Culture leadership, management and delivery, and provide focus on specific issues where the Trust’s performance in these areas is showing a deterioration or there are issues of concern.</p> <p>Monitor the effectiveness of the Trust’s operational workforce, education and culture reporting systems ensuring that the Board is assured of continued compliance through its annual reporting and reporting by exception where required.</p> <p>Review the Trust’s strategic and operational delivery against its annual plan, and other relevant strategies, and to monitor any necessary corrective planning and action as required from both internal oversight and external regulatory and NHS compliance.</p> <p>Provide overview and scrutiny to the development of the medium and long term workforce and culture delivery plans including the NHS People Plan.</p> <p>Oversight of the delivery of the Good to Outstanding Programme.</p> <p>Oversight of professional education, training and development data, plans and reports.</p> <p>Oversight of Health, Safety and Security data, plans and reports.</p> <p>Oversight of equality, diversity and inclusion data, plans and reports, ensuring compliance with the Equality Act 2010 and other relevant regulations and monitor that the Trust is in compliance with relevant statutory reporting requirements.</p> <p>Review the workforce and culture performance indicators relevant to the remit of the Committee. These will include data for all staff groups including medical and non-medical.</p>

	<p>Promote innovation and improvement in the Trust's management of its workforce to enhance staff experience and outcomes. To ensure that the Trust has effective and up-to-date workforce and organisational development policies and procedures.</p> <p>Other Responsibilities Consider any relevant risks within the Board Assurance Framework and high / significant risks as they relate to the remit of the Committee, as part of the reporting requirements, and to report any areas of significant concern to the Audit Committee or the Board as appropriate.</p> <p>Undertake any other responsibilities as delegated by the Trust Board.</p>
<p>Level of Authority</p>	<p>The Committee may investigate, monitor and review any activity within its terms of reference. It may seek information from employees and employees are directed to co-operate with requests made by the Committee.</p> <p>The Committee may secure the attendance of any individual with relevant experience and expertise if it considers this necessary. The Committee may seek to commission external specialist advice within policy and within budget.</p> <p>The Committee may approve proposals with financial implications, within its delegated authority and within policy and budget. The Committee will make recommendations to the Board on proposals outside its delegated authority. The Committee shall inform the Board of all decisions taken.</p>
<p>Reports Received</p>	<p>Monthly People and Culture performance Report Monthly key issues report from the Workforce Operational Committee and relevant sub committees for Medical and Non-Medical staff groups. Quarterly report on key issues and assurance on Equality, Diversity and Inclusion Monthly Risk Report/BAF Annual Equality, Diversity and Inclusion statutory reporting.</p>
<p>Reports to</p>	<p>Board of Directors</p>
<p>Links to Other Committees</p>	<p>Report on the People and Culture Committee will be provided to Audit Committee as part of the Annual Report on the effectiveness of the Trust's systems of internal control.</p> <p>The Chairs of all Board Committees will liaise to ensure that any cross-over between agendas is effectively managed.</p>

Status	Standing
Frequency, Duration and Location	Meeting frequency and timing may be changed by agreement with the membership. The location of the Committee meeting shall normally be at Peterborough City Hospital (or on MS Teams) and rotated to other NW Anglia sites when site specific issues so required.
Minimum Required Attendance	4 out of 6 meetings a year for bi-monthly meetings.
Chair	A Non-Executive Director
Vice Chair	A Non-Executive Director
Standing Agenda Items	Apologies for absence and Declaration of Interests Minutes of last meetings Workforce Performance Report Medical Workforce Key Issues Report Non-Medical Key Issues Report Health and Safety issues Report Monthly Risk Report/BAF Assurance report on delivery of the Trust People Plan Any Other Business
Minute-taker	EA to Chief People Officer
Archive responsibility	EA to Chief People Officer
Quorum	A quorum shall be at least 4 members, including 2 Non-Executive and 2 Executive Directors.
Process for Compliance with ToRs	The Committee shall undertake an annual self-assessment and agree an improvement plan resulting from the self-assessment as part of the systems of internal control.

Agreed date: xx February 2021
Endorsed by: Board of Directors
Date of endorsement:
Date of review: June 2021, i.e. After 6 months (3 meetings) with a report to the July 2021 meeting

Date of expiry: January 2023 (2 years)

Membership: Chair (Non-Executive Director)
Vice Chair (Non-Executive Director)
Non-Executive Director

Chief People Officer
Chief Nurse
Chief Medical Officer

In attendance: Deputy Chief People Officer
Deputy Chief Nurse - as required
Deputy Medical Director – as required
A Governor Observer from a nominated pool may attend on a rotational basis

Nominated Deputies:

Committee Members may, with the prior agreement of the Chair, and by exception, send a fully briefed substitute of appropriate seniority to participate in meetings and advise the Committee.

Corresponding Members:

Minutes circulated to Board of Directors.