

TERMS OF REFERENCE

PEOPLE & ENGAGEMENT COMMITTEE

Version	Status	Date	Issued / Amended	Summary of Changes
V1	Approved	November 2021	AD Corporate Affairs	• New committee
V2	Approved	July 2022	AD Corporate Affairs	• No substantial changes.
V3	Approved	July 2023	AD Corporate Affairs	• Minor changes

**Review
Date**

July 2024

1. AUTHORITY

- 1.1. The People and Engagement Committee (the Committee) is constituted as a standing committee of the Sheffield Children's NHS Foundation Trust's Board of Directors. Its constitution and terms of reference shall be as set out below, subject to amendment at future Board of Directors' meetings.
- 1.2. The Committee is authorised by the Board of Directors to consider any activity within its terms of reference. All colleagues who work at the Trust are directed to co-operate with any request made by the Committee.
- 1.3. The Committee is authorised by the Board of Directors to instruct professional advisors and request the attendance of individuals and authorities from outside the Trust with relevant experience and expertise if it considers this necessary or expedient to exercise its functions.
- 1.4. The Committee is authorised to obtain such internal information as is necessary and expedient to the fulfilment of its functions.

2. ROLE

- 2.1. The purpose of the People and Engagement Committee is to provide the Board of Directors with in-year assurance concerning the development and delivery of the Trust's People Plan and its engagement activity with patients, families, carers, colleagues and partners. In particular it will be concerned with:
 - 2.1.1. Ensuring the Trust has an appropriate strategic People Plan, aligned with the NHS People Plan, and that risks arising within People and Organisational Development are being proactively managed;
 - 2.1.2. The delivery of the people resourcing and business partnering services, workforce planning, people systems, learning and organisational effectiveness and new ways of working;
 - 2.1.3. Embedding the approach to Equality, Diversity and Inclusion within the Trust;
 - 2.1.4. Progressing the Trust's aim of 'Being a Brilliant Place to Work', ensuring all our people have a voice to provide feedback which is listened to and acted upon;
 - 2.1.5. Understanding key stakeholders and overseeing health and wellbeing support offer for colleagues and the Trust's approach to Freedom to Speak Up;
 - 2.1.6. Overseeing the development and implementation of a Trust communication and marketing strategy;

2.1.7. The Trust approach to engagement is an active one, taking the opportunity to listen to stakeholders and co-design service and quality improvements together.

3. DUTIES

3.1 In particular, in respect of people:

- 3.1.1 To review the Trust's People Plan (incorporating the leadership and culture and behaviour strategies) including further development and implementation, its links to clinical service and financial strategies and ensuring it supports the delivery of efficient and effective healthcare and meets all legislative duties and national targets.
- 3.1.2 To seek assurance that the Trust's People Plan and the People and Organisational Development function is operating effectively, ensuring that it is developing and routinely reviewing appropriate people-related performance indicators and benchmarking information to report to the Board of Directors.
- 3.1.3 To receive exception performance reports, with due explanation, ensure remedial actions are taken as necessary by the Executive Team and regular reports provided to the Board of Directors.
- 3.1.4 To receive workforce and recruitment plans and details of workforce performance such as vacancy levels, sickness rates and roster performance and impact of efficiency plans on colleagues at the Trust.
- 3.1.5 To liaise with other Committees as necessary to co-ordinate people plans, particularly the Quality Committee.
- 3.1.6 To consider our people and learner engagement, experience and retention, organisational development plans, leadership and team development, training, education and development.
- 3.1.7 To consider the Trust's health and well-being offer, employee relations and HR systems and processes and provide assurance to the Board in respect of their delivery.
- 3.1.8 To listen to and engage with the different colleague groups who make up the Trust as well as our equality network groups;
- 3.1.9 To undertake thematic reviews and deep dives into people related issues.

3.2 In respect of engagement

- 3.2.1 To ensure that the Trust has an effective Communications and Marketing Strategy and to monitor its performance against agreed key performance indicators.
- 3.2.2 To consider the development and delivery of Trust's engagement/involvement approach and strategy and assurance that the response is nimble enough to respond to live issues and trends, in co-development with:
- Patients and families;
 - Our colleagues;
 - The system and regulators;
 - Governors and non-executive directors;
 - Other external bodies including GPs, the Council and local MPs;
- and consider the different ways in which these parties should be engaged and involved.
- 3.2.3 To consider how we engage with key stakeholders including national bodies and regulators such as the HEE and those within the place and system. Once we have engaged, to consider how we actively listen and take on board to feedback and consider what action we can and will take and how we communicate this.

3.3 Other Duties:

- 3.3.1 To refer to the Risk and Audit Committee and/or the Executive Team any identified unresolved risks arising within the scope of these terms of reference that require Executive action or that pose significant threats to the operation, resources or reputation of the Trust.
- 3.3.2 To oversee HR Policy Development within the Trust, reviewing and approving on behalf of the Trust Board policies and procedures that, under the Trust's Standing Orders, require Board approval and fall within the scope of the Committee's terms of reference, otherwise receive assurance from the appropriate management committee around the implementation of a robust process for the review and approval of relevant policies.
- 3.3.3 Once established the Committee may be required to take on additional duties as directed by the Board of Directors.

4. MEMBERSHIP

- 4.1. The membership of the People and Engagement Committee shall consist of:
- Three Non-executive Directors, one whom should be appointed Chair of the Committee.
 - Up to three executive directors including the Chief People Officer.

- 4.2. The Trust Chair may attend any or all meetings but is not designated as a member of the Committee.
- 4.3. A quorum shall be any three of the Executive and Non-executive Directors, including at least one Non-executive and one Executive Director.

5. ATTENDANCE

- 5.1. Meetings of the People and Engagement Committee may be attended by:
- Trust Chair
 - Chief Executive
 - Associate Director of Corporate Affairs
 - Corporate Affairs Officer
 - A representative of the Council of Governors
 - Associate Non-executive Director(s)
 - Representatives of staff networks, the Youth Forum or Chilypep
 - Any other person who has been invited to attend a meeting by the People and Engagement Committee so as to assist in deliberations.

6. FREQUENCY OF MEETINGS

- 6.1. The Committee is expected to hold a minimum of four meetings in a financial year.

7. MINUTES AND ASSURANCE

- 7.1. Due to the nature of the Committee's business, assurance will be provided through a variety of formats. In addition to written reports, the Committee will also rely on verbal testimonies from colleagues and chairs of groups who report into it.
- 7.2. The minutes of all meetings of the People and Engagement Committee shall be formally recorded by the Associate Director of Corporate Affairs or their nominee.
- 7.3. The Committee will provide assurance to the Board of Directors after each meeting. The Chairman of the Committee will bring to the attention of the Board of Directors any items that the Committee feels that the Board should be aware of.
- 7.4. The Committee will consider matters referred to it for action by the Risk and Audit Committee and provide assurance back in writing.

- 7.5. The Committee will, on an exception-basis, provide assurance to the Risk and Audit Committee on any identified unresolved risks.

8. REPORTING/PROVIDING ASSURANCE

- 8.1 A number of sub-committees shall provide assurance and performance management reports which have been agreed with, and are required by, this Committee; and any report or briefing requested by this Committee. In doing so they shall provide assurance to the People and Engagement Committee on at least an annual basis. The list of such committees will be held by the Corporate Affairs Office.

9. REVIEW

- 9.1. The Committee will undertake and evidence an annual review of its performance against its annual work and training plans, in order to evaluate the achievement of its duties in terms of Trust efficiency, cost improvement and value for money.
- 9.2. The terms of reference of the Committee shall be reviewed annually by the Risk and Audit Committee and approved Board of Directors.

APPROVED BY THE BOARD OF DIRECTORS ON: 25 July 2023