

# NHS Resolution People Committee

## Terms of reference

<b>Scope:</b>	<p>The scope of the People Committee (the Committee) encompasses all the assurance needs of the Board and the Accounting Officer. The Committee’s scope includes oversight and assurance of NHS Resolution’s people and organisational development strategies and associated workstreams. This will provide an appropriate dedicated forum and more time to discuss people related activities.</p>
<b>Relationship with other committees</b>	<p>The People Committee’s relationship with other groups and committees is as follows:</p> <p><b><u>Board</u></b></p> <p>The People Committee is a sub-committee of the Board. The committee membership includes a number of the executive and non-executive members of the NHS Resolution Board. The committee will consider the people related matters that would have previously been considered at the Board meetings. The Committee will advise and recommend when matters/issues covered by these ToR should be referred to the Board for further discussion/agreement.</p> <p><b><u>Committee (RemCo)</u></b></p> <p>The People Committee decisions and approvals may impact the entire workforce including the Executive and Senior Managers(ESM) covered by the scope of the RemCo. The People committee will therefore keep RemCo abreast of such decision and approvals.</p> <p>The People committee will not cover matters reserved to RemCo under their ToR. This includes but is not limited to:</p> <ul style="list-style-type: none"> <li>• Any matters that fall under the scope of the ESM pay framework</li> <li>• Performance reviews and succession plans of the ESMs</li> <li>• Appointments/renewals of Associate Non-executive Directors</li> <li>• Identifying and together with the CEO approving candidates to fill executive Board vacancies as and when they arise.</li> </ul>

	<p><b><u>Workforce Strategy Group (WSG)</u></b></p> <p>Directors have delegated authority from the Chief Executive (using HR and Finance for support) for the operational management of staffing and budgetary matters.</p> <p>Other decisions which fall within the remit of WSG, per its Terms of Reference will remain with the WSG, which will seek support as necessary from the People Committee.</p>
<p><b>Role and main duties:</b></p>	<p>The role of the People Committee is to support the Board and the Accounting Officer by reviewing the comprehensiveness and reliability of assurances in relation to its people strategies and activities. It will not consider local implementation decisions or activity, unless there are organisational wide implications.</p> <p>The committee members will provide advice on the adequacy of the organisation’s people plans and strategies. They will provide support and recommend which issues/matters should be escalated to the Board for further discussion/agreement.</p> <p>To fulfil its roles and responsibilities the People Committee will:</p> <ul style="list-style-type: none"> <li>• Provide input on the development of and approve NHS Resolution’s Workforce and Organisational Development strategies</li> <li>• Be responsible for ensuring robust plans are in place for the development and delivery of an Equality, Diversity and Inclusion strategy.</li> <li>• Receive the required assurances that the action plans developed in order to deliver the above strategies are being implemented successfully</li> <li>• Consider the performance of the Human Resources and Organisational Development activities.</li> <li>• Approve the content and publication of associated NHS Resolution workforce returns and national reports including but not limited to:             <ul style="list-style-type: none"> <li>○ Workforce Race Equality Standard (WRES)</li> <li>○ Gender Pay Gap Reporting (GPG)</li> <li>○ Workforce Projections</li> </ul> </li> <li>• Be kept apprised of any significant organisational change/organisational re-design programmes which impact the workforce</li> <li>• Be notified of any potential redundancies (excluding those covered by the Executive and Senior Managers (ESM) pay framework)</li> <li>• Satisfy itself with regard to the effectiveness of the plans and processes that are in place for succession planning and talent management within NHS</li> </ul>

	<p>Resolution, ensuring that these arrangements are supplemented by appropriate management development programmes.</p> <ul style="list-style-type: none"> <li>• As necessary note and/or approve new and updated HR policies and procedures</li> <li>• Be notified of progress and changes in relation to NHS Resolution's Investors in People (IiP) accreditation</li> <li>• Consider the results of the annual staff survey.</li> </ul>
<p><b>Chair:</b></p>	<p>A Non-Executive Director appointed by the Chair of the Board – Mike Pinkerton</p>
<p><b>Membership:</b></p>	<p>The People Committee shall comprise of the following members:</p> <ul style="list-style-type: none"> <li>• Two Non-Executive Directors, one of which will Chair the Committee (excluding Associate Non-Executive Directors): <ul style="list-style-type: none"> <li>○ Nigel Trout*</li> <li>○ Independent member (to be appointed)</li> </ul> <p><i>*this committee membership is on a pro tem basis, pending anticipated NED appointments</i></p> </li> <li>• Two Executive Directors from the following posts: <ul style="list-style-type: none"> <li>○ Joanne Evans, Director of Finance and Corporate Planning</li> <li>○ Simon Hammond, Director of Claims Management</li> <li>○ Vicky Voller, Director of Advice and Appeals</li> </ul> </li> <li>• The Chair of the Board will have a standing invitation to attend committee meetings.</li> </ul>
<p><b>Attendees:</b></p>	<p>Attendees at the meeting will be at the invitation of the Chair of the Committee.</p> <p>People Committee meetings may be attended by:</p> <ul style="list-style-type: none"> <li>• Director of Membership and Stakeholder Engagement</li> <li>• Technical Claims Director</li> <li>• Director of Safety and Learning</li> <li>• Chief Information Officer</li> <li>• Head of Human Resources and Organisational Development</li> <li>• Lead for Organisational Development, Education and Learning</li> </ul>

	<p>The People Committee may ask any other officials and advisers of the organisation to attend to assist with any relevant matter.</p>
<p><b>Administration:</b></p>	<p>Members should attend a minimum of three meetings a year.</p> <p>A record of meeting attendance will be maintained and included within the Committee's annual performance and compliance report and NHS Resolution's Annual Report and Accounts.</p> <p>The People Committee will be provided with secretariat support.</p>
<p><b>Reporting and Accountability:</b></p>	<p>The approved Committee Terms of Reference will be published and available to the public.</p> <p>All those attending a Committee meeting will be asked to declare any conflicts of interest at each meeting and a course of action will be determined accordingly.</p> <p>The People Committee may ask anyone who attends the meeting but is not a member to withdraw to facilitate open and frank discussion on a particular subject.</p> <p>The Chair of the Committee will report to the Accounting Officer, any issue relevant to the discharge of his/her duties as Accounting Officer.</p> <p>The Chair of the Committee will provide a report to the Board after each meeting, followed up by agreed minutes.</p>
<p><b>Frequency of meetings:</b></p>	<p>The People Committee will meet at least four times a year.</p> <p>The Chair of the People Committee may convene additional meetings, as necessary.</p>
<p><b>Quorum:</b></p>	<p>The quorum of the People Committee is 4 members including at least two Non-Executive Directors and two Executive Directors or Deputies agreed in advance of the meeting with the Chair of the Committee.</p>
<p><b>Monitoring and Assessment:</b></p>	<p>The People Committee will review its effectiveness and compliance with its Terms of Reference and report the results to the Board annually. This will be in part 1 of the Board meeting.</p>

<b>Document Author:</b>	Head of Human Resources and Organisational Development.
<b>TOR review</b>	The People Committee will review its Terms of Reference annually and submit them for approval to the Board.
<b>Approval process</b>	
<b>People Committee Endorsement Date:</b>	3 <sup>rd</sup> March 2022
<b>Board Approval Date:</b>	15 <sup>th</sup> November 2021

<b>Version control</b>			
<b>Date</b>	<b>Author</b>	<b>Version</b>	<b>Reason for change</b>
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