

## People Committee

## Terms of Reference

### For completion by Author

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## 1. Constitution and Remit

This Committee is established as an Assurance Committee of the Board of Directors of Liverpool Heart and Chest Hospital NHS Foundation Trust to provide the Board with assurance in respect of workforce governance. It is a Non-Executive Committee.

## 2. Authority

The People Committee is authorised by the Board of Directors to investigate any activity within its terms of reference. It is authorised to seek information it requires of any employee (or contractor acting on behalf of the Trust) and all employees (or contractors acting on behalf of the Trust) are directed to co-operate with any request made by the Committee.

The Committee is authorised by the Board to obtain legal advice or other independent professional advice.

The Committee is authorised to request the attendance of individuals and authorities from inside or outside of the Trust with relevant experience and expertise, where it considers this is necessary or to expedient the carrying out of its functions.

Trust Standing Orders and Standing Financial Instructions apply to the operation of the Committee.

## 3. Main Priority and Objective

The People Committee shall provide the Board of Directors with a means of independent and objective review of Team LHCH at its Best Framework in line with the annual planning process. The Committee's main priority is to review and scrutinise the Trust's strategic priorities i.e., to attract, develop and retain the best staff, making sure actions are implemented and progress monitored. Key priorities will include receiving assurance regarding the development and delivery of the Trust's People Strategy, monitoring of Equality & Diversity matters, sickness absence levels, bank and agency usage against the planned reduction, implementation of the recruitment and retention strategy and to ensure overall improvement in the quality of appraisals.

## 4. Duties and Responsibilities

The Committee will promote best practice in HR, Organisational Learning, Development and Leadership and help to identify priorities and risks on a continuous basis.

Specifically, the Committee will:

### 4.1 Excellence in Compassionate and Collective Leadership

- 4.1.1 Receive assurance that the People Strategy is being delivered and will monitor effectiveness in supporting the Trust's Strategic Objectives.

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- 4.1.2 Receive assurance that staff engagement and satisfaction levels are improving through developed Service Improvement and engagement methodologies, recognition, and reward initiatives.
- 4.1.3 Receive assurance that the Equality and Inclusion Strategy is being delivered and measures to address issues that staff of an ethnic background experience have been put in place, with clarity regarding what has changed as a result.
- 4.1.4 Receive assurance reports on compliance with the Workforce NHS Constitution pledges
- 4.1.5 Receive external assurance reports from CQC and other regulatory / statutory bodies as required in relation to the workforce agenda and ensure that management responses / action plans are robust
- 4.1.6 Consider urgent or material matters referred to and from other Committees or Board of Directors.

## 4.2 Attract

- 4.2.1 Review Key Workforce Performance Indicators including sickness absence, bank/agency usage and expenditure, education and development, appraisal and staff turnover and ensure agreed targets are being met.
- 4.2.2 Receive assurance that the Trust is recruiting the right staff first time with the roll out of value-based recruitment.
- 4.2.3 Provide assurance to the Board on compliance with relevant HR legislation and best practice including doctors and nursing revalidation.
- 4.2.4 Review and monitor implementation of the Trust's annual workforce plans to ensure the Trust develops new roles and innovative ways of working to deliver appropriate, efficient and safe care 7 days a week.
- 4.2.5 Monitor performance against relevant HR policies and procedures.
- 4.2.6 Receive an annual report on all Employee Relations activity, including the Staff Partnership Forum, Local Negotiating Committee, Workforce Development Group and People Delivery Group.
- 4.2.7 Receive reports and action plans on the requirements of new and emerging guidance from regulators and external agencies that relate to workforce.

- 4.2.8 Receive assurance the Trust has a robust Job Planning process in place and that maximum value is being achieved.

### 4.3 Develop

- 4.3.1 Receive summaries of high-level contractual agreements and associated risks from external agencies/ bodies including HENW, HEIs and other partnerships.
- 4.3.2 Receive the 'Doctors in Training' annual survey, GMC survey and the Deanery annual visit results, ensuring results are monitored and outcomes progressed.
- 4.3.3 Receive assurance that all staff obtain an effective annual appraisal and that robust succession plans and talent management processes are in place.
- 4.3.4 Receive assurance that the trust is providing the right education and development opportunities for all our staff to achieve their maximum potential and adhere to their professional standards
- 4.3.5 Receive assurance that the trust is developing a well led workforce with the right leadership behaviours and management skills to deliver Team LHCH
- 4.3.6 Receive assurance that the Trust is supporting effective organisational change to deliver our priorities and ensuring our service are sustainable

### 4.4 Retain

- 4.4.1 Receive the results and assurance against action plans in relation to the National NHS Staff Survey, Staff Friends and Family Test and other workforce satisfaction measures as agreed.
- 4.4.2 Receive assurance that the workforce can be its best through offering Health and Wellbeing support, flexible working options and creating a healthy workplace enabling good attendance as outlined in the Culture and Wellbeing Strategy
- 4.4.3 Receive assurance that staff are rewarded and recognised for their contribution and performance.
- 4.4.4 Receive assurance against the delivery of key deliverables of the Trust Recruitment and Retention Strategy

## 5.

### Risk

The Committee will consider and seek assurance on any risks relating to its remit and will identify and escalate any new or emerging risks arising from its work, through the BAF reporting process.

## 6. Equality and Diversity

Ensure that Equality, Diversity, and the Human Rights Act are given due consideration in all aspects of the committee's work.

## 7. Membership

Three nominated Non-Executive Directors, one of whom will be the Chair and one the Vice

Chair In attendance at all meetings:

Chief People Officer

Director of Nursing & Quality

Medical Director

Deputy Director of Human Resources/LD

Head of Learning, Education & Organisational Development

*All of the above attendees to appoint a nominated Deputy who will attend in his / her absence*

The Committee may invite other officers to attend meetings as required. All Board Members have a right to attend any meeting of the Committee.

## 8. Quorum and Frequency

In order for decisions taken by the Committee to be valid, the meeting must be quorate. The Chair or Vice Chair plus one other member of the Committee must be present at the point when any business is transacted.

The Committee will meet four times per financial year (quarterly).

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## 9. Reporting

The Committee Chair will provide a BAF Key Issues Report to the Board of Directors following each meeting, along with approved minutes and an annual report, which will include a review of the Committee's Terms of Reference.

The Chair of the Committee will escalate urgent matters and exceptions to the Board and / or Audit Committee in-between meetings as deemed appropriate. Audit reports will be reviewed by the Committee as a standing item.

The Committee will oversee the work of, and reports from, the Operational Board in respect of matters set out within these terms of reference.

The Committee will receive reports/minutes from; People Delivery Group, Equality, Diversity, Inclusion and Belonging steering Group, Local Negotiating Committee, Partnership Forum, HR and Education Group.

## 10. Conduct of Committee Meetings

The Chair of the committee will be supported by the Chief People Officer who will ensure that the appropriate processes are followed:

- Minutes and action log are accurate, comprehensive, and timely.
- The agenda and supporting papers are sent out to committee members 7 days prior to the meeting, unless authorised by the Chair for exceptional circumstances.
- Authors of papers presented must use the required template and adhere to BAF Policy.
- Presenters of papers can expect all committee members to have read the papers and should keep to a summary that outlines the purpose of their paper/report and key issues.
- Committee members, and those in regular attendance, should actively participate in discussions pertaining to the agenda, ensuring that solutions and action plans are relevant and timely.
- Have multidisciplinary perspectives and consideration of Trust-wide impact.