



BSW ICB People Committee

Terms of Reference

1. Introduction

- 1.1 The People Committee (the Committee) is established by the Integrated Care Board (the Board or ICB) as a Committee of the Board in accordance with its Constitution.
- 1.2 These Terms of Reference set out the membership, remit, responsibilities and reporting arrangements of the Committee.

2. Purpose

- 2.1 The Committee is a non-executive committee of the Board. Its members, including those who are not members of the Board, are bound by the Standing Orders and other policies of the ICB.
- 2.2 Members individually and the Committee collectively must demonstrably consider the equality and diversity implications of decisions they make.

3. Responsibilities/Duties

- 3.1 The Committee's remit extends to both the BSW health and care workforce, and the ICB staff. In its work, the Committee will have due regard to the BSW Integrated Care Partnership (ICP) Integrated Care Strategy, in particular the workforce elements of the strategy; and will engage with partners, anchor organisations and relevant forums on matters of workforce development.

Within this remit, the Committee shall cover the following areas, and recommend decisions to the Board, as appropriate:

BSW system:

- a) Develop the BSW Integrated Care System (ICS) people strategy, taking into account the NHS People Plan, equivalent / relevant local authorities, providers and partners plans, and BSW ICS strategic priorities, ensuring

that the strategy reflects and integrates these, and recommend the strategy to the ICB Board for approval;

- b) Provide the Board with assurance that BSW workforce strategies and plans align with, and support delivery of, the NHS People Plan, the BSW Integrated Care Strategy, equivalent / relevant local authorities and provider partners plans, and BSW priorities with regards to its health and care workforce;
- c) Ensure that the BSW ICS strategic objectives relating to the people agenda are delivered across the BSW ICS footprint;
- d) Make recommendations to the ICB regarding investment in, or disinvestment from, people and organisational development programmes;
- e) Review and agree system workforce submissions to external bodies, including NHS England and Health Education England (HEE) (e.g. Workforce Operational Planning priorities, HEE Project Initiation Document applications);
- f) Agree, and monitor the delivery of, the BSW Academy's annual programme of work, and hold the BSW Academy, through its Director, to account for delivery of plans and of value for money;
- g) Oversee and agree the outputs from the HR Delivery Group and commission bespoke pieces of activity determined by system and workforce challenges;
- h) Regularly review and scrutinise reports and data re the BSW health and care workforce, in order to identify and mitigate risks, and to gain assurance of the sustainability of workforce development and agility of workforce in BSW;
- i) Ensure that BSW has mechanisms in place to facilitate the development of system-wide workforce and employment policies, where this is appropriate, and commission activity across the system to exploit opportunities for collaboration and partnership on workforce activity;
- j) Consider specific areas of inquiry, priorities, and opportunities regarding the BSW health and care workforce, and make recommendations to the ICB e.g. regarding
 - i. Equality, Diversity and Inclusion;
 - ii. Health and wellbeing;
 - iii. Anchor Organisation Development, including collaborative reach across wider partners such as schools, Further Education, Department for Work and Pensions, business hubs, Local Enterprise Partnership, Local Industrial Strategy partners etc.)
 - iv. Workforce Passporting;
 - v. Gender Pay Gap, pay disparity across sectors, Workforce Race Equality Standard (WRES) and Workforce Disability Equality Standard (WDES)
 - vi. issues driving risk or cost;

BSW ICB corporate:

- k) Ensure that the ICB has in place all necessary frameworks, policies, and procedures for the employment of its people;
- l) Oversee the development of People and Organisational strategies for the ICB that support and engage its workforce;
- m) Regularly review and scrutinise reports and data re the ICB workforce (incl. vacancies, recruitment and retention, pay, equality and diversity, training compliance, appraisals), identify risks and issues, and instigate remedial actions where appropriate;
- n) Ensure that the ICB delivers its statutory duties, and complies with any statutory requirements, regarding the employment of staff, and equality and diversity requirements;
- o) Receive annual reports on ICB health and safety, equality and diversity (WRES, WDES, Gender Pay Gap), pay in/equalities, and approve their publication on the ICB's website, where appropriate;
- p) Review and approve ICB workforce policies and procedures, ensuring their effectiveness.

4. Membership

- 4.1 The Committee members shall be appointed by the Board in accordance with the ICB Constitution.
- 4.2 The following are members of the Committee, i.e. they have the right to attend meetings, receive meeting documents, and participate in decision-making and voting:
 - Two Non-Executive Directors of the Board;
 - Two Partner Members of the Board;
 - Three members drawn from partner organisations / sectors not covered by the two Partner Members;
 - The BSW ICB Chief People Officer;
 - The BSW Academy Director
- 4.3 In addition, the Chair, on behalf of the Committee, may invite such individuals to the Committee's meetings as are considered necessary to enable the Committee to conduct its business effectively. For the avoidance of doubt, such invited attendees cannot participate in the Committee's decision-making and must not vote.
- 4.4 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.
- 4.5 The Non-Executive Director (Remuneration and People) will chair the Committee. The Chair will be responsible for agreeing the agenda and ensuring matters discussed meet the objectives as set out in these Terms of Reference.

5. Quorum

5.1 A quorum shall be five members.

5.2 If the meeting becomes inquorate, it shall either be suspended, or decisions ratified at the next meeting of the Committee.

6. Reporting

6.1 After each of its meetings, the Committee will report, through its Chair and / or its Vice-Chair to the Board about business transacted and decisions taken. For this purpose, the Committee will submit a report highlighting reporting items as agreed by the Committee, together with the minutes of that meeting.

6.2 In addition, and as agreed with the Committee, the Chair shall report on any matters within the remit of this Committee which in the Chair's view require the Board's attention and/ or executive decision making.

7. Authority

7.1 In furtherance and support of its business, this Committee is authorised by the Board to:

- Investigate any activity within its terms of reference;
- Seek any information it requires within its remit, from any employee or member of the ICB and the ICS (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 task and finish sub-groups in order to take forward specific programmes of work as considered necessary by the Committee's members. The Committee shall determine the membership and terms of reference of any such task and finish sub-groups in accordance with the ICB's constitution, standing orders and Scheme of Reservations and Delegations (SoRD) but may/ not delegate any decisions to such groups.
- Request and review reports from external experts and from individual functions within the ICB, as appropriate.

7.2 For the avoidance of doubt, the Committee will comply with the ICB Standing Orders, Standing Financial Instructions and the SoRD.

8. Frequency of Meetings

8.1 Meetings shall normally be held bi-monthly, and otherwise as required.

8.2 The Board, Chair or Chief Executive may ask the Committee to convene further meetings to discuss particular issues on which they want the Committee's advice.

9. Secretariat

9.1 The Secretariat for the Committee is provided by the ICB Corporate Office. The Secretariat will ensure 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;
- Attendance of those invited to each meeting is monitored and highlighting to the Chair those that do not meet the minimum requirements;
- 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;
- Action points are taken forward between meetings, and progress against those actions is monitored;
- Governance advice is available and easily accessible for Committee members.

10. Conduct of meetings

10.1 Committee meetings will be conducted in accordance with the BSW ICB's Constitution and Standing Orders.

10.2 Members of the Committee will

- conduct the Committee's business in accordance with any national guidance and relevant codes of conduct / good governance practice, including the Nolan principles of public life;
- comply with the standards of business conduct', including the protocols for managing conflicts of interest, as determined in the ICBs Constitutions, Standards of Business Conduct Policies, and other relevant policies / guidance on good and proper meeting conduct for NHS organisations .

10.3 A meeting is constituted when members attend face-to-face, via telephone or video conferencing, any other electronic means, or through a combination of the above. Quoracy rules apply in any case. For the avoidance of doubt, this provision applies to and facilitates the Committee's decision making by email, should this be required to expedite an urgent decision.

- 10.4 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.
- 10.5 Only members of the Committee may vote. Each member is allowed one vote and a majority will be conclusive on any matter.
- 10.6 Where there is a split vote, with no clear majority, the Chair of the Committee will hold the casting vote.

11. Review

- 11.1 The Committee will annually review its performance, its membership and these terms of reference, and recommend to the ICB's Board any amendments it considers necessary to ensure it continues to discharge its business effectively.

Effective date: 1st July 2022

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