



<b>Paper No. SET/32/23</b>	
	<b>Tick One ✓</b>
For discussion	
For approval	✓
For noting	

**Date of Board Meeting: Wednesday 29 March 2023**

**Agenda Item: 8.1 – Establishment of a People and Culture Committee**

**1.0 Introduction**

The Review of the Integrated Governance & Assurance Framework highlighted a need to establish a People and Culture Committee. It is envisaged the new Committee will provide assurance to Trust Board on the effectiveness of the Trust’s arrangements for People and Culture. The Committee will review the development and maintenance of the effectiveness of the systems and structures in place to support the delivery of the People Plan and to ensure it is corporately owned and delivered.

**2.0 Background Information**

Under Standing Orders, Trust Board has authority to "make arrangements for the exercise, on behalf of the Trust of any of their functions by a Committee, Sub-Committee or joint Committee". Trust Board shall also determine Committee Membership and Terms of Reference as well as receive reports from such Committees.

**3.0 Summary of Key Points**

The Chairman has asked Mrs O’Hagan to chair the new Committee once established. A proposed Membership List has also been tabled for consideration. A meeting was held in February 2023 with Mrs O’Hagan (Non-Executive Director) to discuss and consider an initial draft Terms of Reference for the new Committee. The Trust’s Standing Orders and the Standing Financial Instructions, as far as they are applicable, shall apply to the new Committee if established by Trust Board.

The new Committee shall have such Terms of Reference and powers as Trust Board shall decide and shall operate in accordance with any legislation and regulation or direction issued by the Department of Health. Once approved, the final Terms of Reference shall have effect as if incorporated into Standing Orders and will be reviewed annually.

**4.0 Recommendation for Trust Board**

Members are asked to **approve** the establishment of a new People & Culture Committee of Trust Board.

Members are asked to **note** the initial Membership List (attached) and that a draft Terms of Reference will be considered at the first meeting of the Committee. A final draft will be presented at a future Board meeting for approval.

Subject to diaries, it is envisaged the first meeting of the new Committee will take place in advance of the next Board meeting.

**Lead Director: Mrs Claire Smyth**

**Designation: Interim Director of Human Resources & Corporate Affairs**

**Date: 22 March 2023**