



South Eastern Health
and Social Care Trust



People and Culture Committee

Terms of Reference

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1.0 Constitution

The Board of the South Eastern Health & Social Care Trust has established a Non-Executive Committee to be known as the **People and Culture Committee**.

The Committee has no executive powers other than those specifically delegated and detailed within these Terms of Reference for information purposes.

2.0 Membership of Sub-Committee

The membership of the Committee shall be determined by Trust Board and appointments made from amongst its membership.

The Committee shall comprise of all Directors of the Executive Management Team. A full list of Members as of the date of these Terms of Reference can be found beginning at Page 5 hereto.

A quorum shall be at least half (6) of the membership including at least one Non-Executive Member appointed to the Committee and present.

The Chair of the Committee shall be a Non-Executive Director appointed by the Chair of Trust Board and will hold office for a term specified on appointment or until such time as the Chair of Trust Board determines otherwise.

The Chair of the Committee will cease to act as Chair if they are no longer a Non-Executive Director or they notify the Chair of Trust Board in writing that they no longer wish to continue.

If the Chair of the Committee is absent, a Non-Executive Director present may act as Chair for the duration of the meeting.

3.0 In attendance:

The Board Secretary or Nominee will be in attendance at Committee meetings.

In the event a Member of the Executive Management Team is unavailable to attend, he/she can nominate a senior manager to attend in their absence by recording an apology in advance with the Board Secretary and confirming the identity of the intended substitute no later than three working days prior to the date of the meeting.

Other members of staff may be required to attend meeting/s as the Committee Chair members consider necessary.

3.0 Frequency of Meetings

The Committee shall meet four times annually.

Members are required to attend a minimum of two meetings during the course of the year.

4.0 Authority (including Escalation to Trust Board)

The Committee is authorised by Trust Board to undertake any activity stated within these Terms of Reference. The Committee is further authorised to obtain legal or other independent professional advice and to secure the attendance of other relevant external parties if it considers this necessary in order to fulfill its remit.

The Chair of the Committee shall draw to the attention of Trust Board any issues that require disclosure to the full Board or may require executive action by the Chief Executive and/or wider Executive Management Team.

In addition, the Committee has authority to formally escalate any issues Members judge require notification and/or further consideration by Trust Board and/or its Sub Committees.

5.0 Remit of Sub-Committee

The Committee shall embed the Trust's vision and values in conducting its business.

The Committee will:

- provide assurance to the Board on the effectiveness of the Trust's arrangements for People and Culture e.g. the People Plan.
- monitor assess and respond to the information presented to it across the five areas of the people plan including external factors and sources and any potential impact on the organisation.
- monitor the implementation of the Trust People Plan Action Plan ensuring it is aligned to the Trust Corporate Plan and HSC Workforce Strategy.
- review and Approve the Steering Group's Annual Programme of Work, give consideration to all items escalated from this group and receive regular reports on their activities and outcomes.
- consider the implications for People and Culture arising from other significant internal and external assurance functions such as Department of Health (DoH), commissioned bodies, Regulation and Quality Improvement Authority (RQIA) or professional bodies with responsibility for the performance of staff or functions (e.g. Royal Colleges, Northern Ireland Social Care Council (NISCC) etc

6.0 Operational Arrangements

Administrative Support to the Committee

The Committee shall be supported administratively by the Board Secretary (or nominee) whose duties in this respect include:

- Preparation and issue of agenda on behalf of the Chair;
- Collation and distribution of papers sufficiently in advance of each meeting to facilitate their full consideration and discussion at the meeting;
- Ensuring appropriate arrangements for the servicing of the Committee including the taking of minutes and keeping a record of matters arising and issues to be carried forward;
- Advising the Committee on pertinent issues;
- Assist the Chair in ensuring the effective operation of the Committee;
- Arranging the attendance of appropriate staff at meetings;
- Ensuring the annual review of these Terms of Reference and the making of recommendations for updating;
- Development and maintenance of the Committee's Meeting Schedule.

Conduct of Meetings

It is intended meetings will not last more than 2 hours.

Should an item of business need to be raised on the day of the meeting, this can be covered under Any Other Business, subject to there being available time for discussion.

Agenda Items and Papers for Meetings

The Board Secretary (or nominee) will issue the agenda and associated papers for each meeting no later than five days prior to the date of the scheduled meeting.

If separate papers require circulation, these should, wherever possible, be issued with the agenda. This is intended to enable Members to have the opportunity to read information in advance.

Minutes of Meetings

The minutes of the Committee shall be formally recorded by the Board Secretary (or nominee) and agreed with the Chair of the Committee prior to issue in advance the next meeting.

Minutes will be circulated as soon as possible after the meeting listing topics discussed, actions agreed and individuals responsible for undertaking those actions.

Once approved by the Committee at its subsequent meeting, the minutes will be submitted to Trust Board for noting.

7.0 Declarations of Interest

The Chair of the Committee shall ask Members to declare any action or potential conflict of interest on any matter listed on the agenda for consideration at the outset of each meeting.

Where a conflict arises during the course of the meeting, any Member so conflicted should declare their interest immediately and withdraw as appropriate. It is the responsibility of individual Members to ensure they declare any interest in a timely manner.

All stated declarations of interest made during each meeting shall be formally recorded in the minutes.

List of Members of the People and Culture Committee

<u>Non-Executive Directors</u>	
	Mrs Joan O’Hagan (Chair)
	Mrs Helen Minford

<u>Executive Management Team</u>	
Director of People & Organisational Development	Mrs Claire Smyth
Deputy Chief Executive, Executive Director of Nursing, Midwifery & AHPs and Director of Patient Experience	Dr David Robinson
Medical Director	Mr Charlie Martyn
Director of Surgery, Elective Care, Maternity & Paediatrics	Ms Maggie Parks
Director of Unscheduled Care, Medicine and Cancer Services	Mr Marc Neil
Director of Children’s Services & Executive Director of Social Work	Mrs Lyn Preece
Director of Adult Services & Healthcare in Prison	Mrs Rachel Gibbs
Director of Planning, Performance & Informatics	Mrs Helen Moore
Director of Finance & Estates	Ms Wendy Thompson
Director of Primary Care & Older People’s Services	Mrs Clare-Marie Dickson

In attendance:

- **Board Secretary:** (or Nominee) Mrs Martine McNally
- **Chair of People & Culture Steering Committee (Assistant Director People & Organisational Development)** Mr David Cairnduff