



People Committee Terms of Reference

1.0 Constitution

- 1.1 The People Committee (the Committee) is a standing Committee that has been formally constituted by the Board of Directors of Yorkshire Ambulance Service NHS Trust (the Trust) in accordance with its Standing Orders. The Committee will oversee the development and ongoing implementation of the Trust's People priorities so that all staff enjoy a positive working experience and improved health and wellbeing.

2.0 Authority

- 2.1 The Committee is authorised by the Board of Directors to act within its terms of reference and will be provided with Trust resources to do so. All members of Trust staff are directed to co-operate with any request made by the Committee.
- 2.2 The Committee is authorised by the Board of Directors to instruct professional advisors and request the attendance of individuals and authorities from outside the Trust with relevant experience and expertise if it considers this necessary.
- 2.3 The Committee has no executive powers other than those set out in these Terms of Reference.
- 2.4 The Committee is authorised to meet via a virtual/remote arrangement if it deems that necessary.

3.0 Purpose and Duties

- 3.1 The purpose of the Committee is to gain assurance, on behalf of the Board of Directors that the Trust is making sufficient progress towards its People priorities to support the delivery of the Trust's strategic objectives and Operational Plan whilst being assured as to compliance with appropriate regulatory and statutory requirements. The Committee will discharge this purpose through the following duties:
- 3.2 Oversight of the development and implementation of the Trust's:
- People Plan (with reference to the national People Plan, a focus on Health and Wellbeing and Equality, Diversity and Inclusion) whilst working in partnership in accordance with the Health and Care Act 2022, which will include reviewing and driving performance improvement against key targets such as:
 - o Equality, Diversity and Inclusion Reports and Action Plans – e.g. Gender Pay, WRES, WDES etc,
 - o NHS Staff Survey Results;
 - o Fit and Proper Persons Policy and Compliance;
 - o Freedom to Speak Up Reports for all staff
 - o Feedback and evaluation of training and development programmes and other people related activities and intervention.
 - Workforce Plan (including leadership development, succession planning and talent management) for the Board.
- 3.3 Other duties will include, but not limited to, seeking assurances that:

- Staff engagement is sufficiently effective, particularly as measured through staff survey results;
 - Staff recruitment and retention is effective and supports the delivery of high quality patient care and leading to a decrease in temporary staffing costs;
 - Prevalence of workforce gaps in the Trust are minimised wherever possible by the development of new roles;
 - Apprenticeship Programme governance;
 - Development of a consistent culture is embedded where people feel safe and able to raise concerns and that concerns raised are suitably addressed receiving regular reports from the Freedom to Speak Up Guardian and on the Trust's cultural work programme; and
 - Development of the Trust's engagement and communications strategies meet the Trust's and partnership needs.
- 3.4 The Committee will also:
- Review the Board Assurance Framework risks delegated to the Committee for review, and make recommendations to the Board for any required changes of risk score or content; and
 - Review 12+ risks from the Risk Register relating to the remit of the Committee, as determined by the Trust's Risk Group.

4.0 Membership

- 4.1 The Committee membership will be agreed by the Board of Directors and will consist of:
- 3 Non-executive Directors
 - The Director of People and Organisational Development, who will be the Lead Director of the Committee
 - Executive Chief Operating Officer.
- 4.2 The Board will appoint a Chair and Vice Chair of the Committee.

5.0 Attendees

- 5.1 Attendees will include:
- Associate Non-executive Director
 - Company Secretary
 - System Partnership Director
- 5.2 The Deputy Director of People and Organisational Development, Associate Director of Education and Organisational Development and additional Trust members of staff or external people will be invited as and when required to support the workings of the meeting.
- 5.3 An attendance record will be held for each meeting.

6.0 Quorum

- 6.1 The Committee will be deemed quorate with three members, comprising at least two Non-executive Directors and one Executive Director present.
- 6.2 No business shall be transacted by the Committee unless a quorum is present.

- 6.3 Members unable to attend a meeting may nominate a deputy to attend on their behalf, agreed with the Committee Chair. (*Nominated deputies shall not count towards the quorum.*)
- 6.4 Members of the Committee do not represent or advocate for their respective area of the Trust, but act in the interests of the Trust as a whole.
- 6.5 Members are able to attend Committee meetings in person, by telephone, or by other electronic means.
- 6.6 Members in attendance by electronic means will count towards the quorum.
- 6.7 Members must demonstrably consider, and take appropriate positive action in respect to, the equality and diversity implications of decisions taken by the Committee.

7.0 Decision Making and Voting

- 7.1 Decisions will be taken in accordance with the Standing Orders. The Committee will ordinarily reach conclusions by consensus. When this is not possible the Committee Chair may call a vote.
- 7.2 Only members present at a meeting of the Committee may vote. Each member is allowed one vote and a majority will be conclusive on any matter.
- 7.3. In the case that an equality of votes arises, the Chair of the Committee will hold the casting vote.

8.0 Committee Administration

- 8.1 The Committee will meet at least 10 times a year. The Committee shall meet at any other time that the Chair of the Committee, in consultation with the Director Lead, shall require, in order to allow the Committee to discharge all of its responsibilities.
- 8.2 The Chair of the Committee and the Director Lead will meet to agree the agenda for each meeting. The agenda will be based on the Committee Annual Work Plan and any agreed additional items.
- 8.3 The Director Lead for the Committee will be the Director of People and Organisational Development. The Company Secretary or their nominated designate will support the Chair of the Committee and Lead Director in the management of the Committee's business and for drawing attention to good practice, national guidance and other relevant documents, as appropriate.
- 8.4 Notice of each meeting, shall be made available to each member of the Committee, no less than four working days before the date of the meeting in electronic form unless agreed otherwise by the Chair and Lead Director.
- 8.5 Administrative support to the Committee shall be provided by the secretary. The secretary will take minutes and clearly record actions. Items for inclusion on the agenda shall be submitted to the secretary 10 days prior to the meeting. Agendas can only be amended by the agreement of the Committee Chair and Director Lead.
- 8.6 The Chair shall establish, at the beginning of each meeting, the existence of any conflicts of interest and ensure that these are recorded in the minutes accordingly.

8.7 The Committee Secretary shall minute the proceedings of all Committee meetings and provide draft minutes within five working days, reviewed by the Lead Director and then approved by the Committee Chair within 10 working days of the meeting.

9.0 Reporting and Accountability

9.1 The Committee is accountable to the Board of Directors.

9.2 The Chair will report to the Board of Directors following each meeting on how it has discharged its responsibilities. The Chair of the Committee shall provide the Board with a Chair's Assurance Report following each Committee meeting, providing assurance or highlighting risks or issues that require executive action. The approved minutes of Committee meetings shall be formally recorded and submitted to the Board.

9.3 The Committee will report to the Board annually on its work in support of the annual governance statement. The Annual Report should also describe how the Committee has fulfilled its terms of reference and give details of any significant issues that the Committee has considered and how these were addressed.

9.4 The Committee Chair shall attend the Annual General Meeting to respond to any stakeholder questions on the Committee's activities.

9.5 The Committee shall have the power to establish sub-Committees/Groups and/or task and finish groups for the purpose of addressing specific tasks or areas of responsibility (once agreed by Trust Executive Group any sub-Committees/Groups will be added).

9.6 The Chair from reporting operational groups will provide:

- a report to the next meeting of the Committee; and
- the approved minutes from the group's meeting.

10.0 Monitoring and Review

10.1 The Terms of Reference of the Committee will be reviewed at least annually and submitted to the Board for approval.

10.2 The Committee will undertake an annual review of its performance, via self-assessment by its members and any agreed actions, will be reported to the Board.

Reviewed and Approved by the Committee: 4 May 2023

Approved by the Board of Directors: 25 May 2023

Next Planned Annual Review: April 2024