

Joint People Committee Terms of Reference

Document Owner: Joint Director of Corporate Affairs and Communications
Related Documents: Trust Constitution Standing Orders Scheme of Reservation and Delegation Standing Financial Instructions
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1. Constitution

The Committee is established as a Committee of the Group Board of Directors of Wirral University Teaching Hospital NHS Foundation Trust and Wirral Community Health and Care NHS Foundation Trust in order to ensure effective governance in the delivery of the People Strategy, the delivery of workforce related activity, and to support the delivery of a positive organisational culture across the Trust.

2. Authority

The Committee is authorised by the Group Board to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to co-operate with any request made by the Committee.

Matters for consideration by the Committee may be nominated by any member of the Committee or Executive Director of the Trust.

The Committee is authorised to instruct professional advisers and request the attendance of individuals authorities from outside the Trust with relevant experience and expertise if it considers it necessary or expedient to the exercise of its functions.

In addition, the Committee is authorised to request that another Committee or the Board review, monitor, or approve any item that may be better suited to, or overlap with, their responsibility.

3. Objectives and Duties

The Committee will deliver the following objectives, along with any others that are assigned by the Board of Directors during the course of the year:

3.1 Strategy and Policy

- 3.1.1 To inform the direction and priorities for the development of workforce strategies, including approval of both Trust's People Strategies and monitoring their effectiveness on an ongoing basis.
- 3.1.2 To review reports relating to staff engagement and employee voice, including annual staff survey report, against the People Strategies, monitor progress and outcomes, and advise the Board.
- 3.1.3 To review and approve the WCHC Inclusion and Health Inequalities Strategy, and any related health inequalities work at WUTH
- 3.1.4 To influence and drive improvements across the integrated workforce agenda, working with our partners across health and social care.
- 3.1.5 Approve WCHC trust-wide policies associated with workforce/people

3.2 Regulation

- 3.2.1 To receive and monitor the implementation of Equality and Delivery statutory delegations under the single Equality Duty (2011). These include annual review of the Equality Delivery system, Equality Duty Assurance Report, Gender Pay Gap, Workforce Race Equality Standard (WRES) and other relevant reports. The Committee is to act as the Trusts' champion for all workforce-related Equality and Diversity issues.
- 3.2.2 Monitor compliance with all relevant regulatory and legislative requirements (Equality Act 2010, Public Sector Equality Duty)

3.3 Risk and Assurance

- 3.3.1 Review all high-level organisational risks associated with workforce/people and monitor mitigations, controls and progress on strategic risks through the BAF, recommending new risks as required
- 3.3.2 To monitor internal workforce performance indicators on behalf of the Board of Directors and report to the Board via the integrated performance report and on an exception basis;
- 3.3.3 To monitor the progress against internal audit report recommendations as are deemed relevant to this Committee
- 3.3.4 To consider and seek further assurance regarding any potential workforce related impacts arising from Trust activities, as referred by other Committees

3.4 Workforce

- 3.4.1 Receive assurance on Safe Staffing levels across the Trusts
- 3.4.2 To oversee and monitor the evolution of a positive, forward thinking, people-focused culture in the Trust, including the embedding of just and learning culture principles. This will include consideration of the experiences of our staff and how we engage with them and will be underpinned by a focus on Trust values.
- 3.4.3 To oversee the development of workforce safeguards

4. Equality and Diversity

The Committee will seek to promote and enhance equality, diversity, and inclusion across the Trust, both in the discharge of its duties and decision making processes, and in representing these values in all areas it touches.

The Committee will also have regard for the NHS Constitution and ensure that it complies with relevant legislation and best practice in the conduct of its duties.

5. Membership

The Committee shall consist of:

- 3 Non-Executive Directors (to include the Chair of the Committee)
- Joint Chief People Officer (Lead Executive)
- Joint Executive Managing Director
- Joint Chief Finance Officer
- Joint Chief Medical Officer
- Joint Chief Nursing Officer

All members should aim to attend all scheduled meetings with attendance being reviewed annually. Attendance below 80% may result in discussions with the Committee Chair.

Where Executive members are unable to attend, they should send a designated nominated deputy.

6. Attendance

Meetings of the Committee may, at the request of the Chair, be attended by:

- Joint Director of Corporate Affairs & Communications
- Deputy Chief People Officers (WUTH and WCHC)
- Associate Director of People (Workforce Transformation and Integration)
- Governor Representatives

The Committee may invite other persons to attend a meeting as required.

7. Conflicts of Interest

Notwithstanding the definition of material interests applicable to Directors as set out in the constitution, due consideration of interests will be regularly monitored and recorded in the minutes.

8. Quorum and Frequency

A quorum shall be at least four members, including 2 Non Executive Directors and 2 Executive Directors.

Meetings shall be held as necessary and at least 4 times annually. Meetings may be added, stood down, or rescheduled with the approval of the Chair.

9. Reporting

The minutes of all meetings shall be formally recorded and the Committee will report to the Board following each meeting via a Chair's report.

The Committee will also update the Council of Governors on recent Committee activity.

10. Conduct of Committee Meetings

The agenda and supporting papers will be sent out at least four working days prior to the Committee, unless there are exceptional circumstances authorised by the Chair.

Presenters of papers can expect all committee members to have read the papers and should keep to a verbal summary outlining the purpose of the report and its recommendations. Committee members may question the presenter.

Any disputes will be escalated to the Board of Directors where votes may be taken.

11. Performance Evaluation

As part of the board's annual performance review process, the committee shall review its collective performance each year.

12. Review

The terms of reference of the committee shall be reviewed by the board when requested but at least annually.