# People Board

# Terms of Reference

# (TOR)

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| **Version:** | **Owner:** | **Created:** |
| 2.1 | Helen Hinton (Senior Peoples tea Co-Ordinator.) | 01/06/2022 |
| **Published:** | **Approving Director:** | **Next Review** |
| 14/08/2024 | Mike Duncan (Director of people`s team) | 10/06/2025 |

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## Purpose

The People Board’s purpose is to provide leadership to BrisDoc’s People strategies and the delivery of our People Care value.

The Board will operative as a collaborative forum, ensuring time is adequately afforded to addressing future priorities and plans, risks and issues.

## Responsibilities

The People Board will hold responsibility and perform the following key functions:

### 1. Leadership

* Provide leadership within a framework of prudent and effective controls which enable workforce risks to be assessed and managed
* Provide clear communication on the outcomes of the People Board to senior management and all staff
* Ensure and monitor compliance with business plans, service objectives, policies and procedures as relevant to Workforce Care and People plans

### 2. Culture

* Ensure the culture and values are widely communicated and that the behaviour of the Board is entirely consistent with those values
* Ensure an inclusive, safe and healthy workplace by monitoring and providing assurance on:
  + Workforce diversity
  + Violence and aggression incidents,
  + Sickness levels, notably work-related sickness
  + Wellbeing survey responses

### 3. Strategy

* Contribute to the development of BrisDoc’s strategic aims
* Contribute to the development of the annual business plan and ensure its delivery within the individual services
* Contribute to organisational change via liaison with the Growth and Futures group
* Provide direction and oversight for the delivery of People objectives through Service plans and People task and finish groups
* Ensure that national policies and legislative requirements are effectively addressed and implemented

### 4. Governance

* Ensure that the highest standards of corporate governance (including Clinical, Financial, Workforce, Risk Management, Statutory) and personal integrity are maintained in the conduct of delivery of the Board’s responsibilities
* Ensure compliance with the relevant statutory requirements, including Companies Act and Financial Regulations and contractual obligations

### 5. Risk Management

* Ensure an effective and safe risk management process
* Identify and record all risks and ensure Board oversight and systematic review of highest graded risks and ensure all risks are effectively recorded and managed

### 6. Communication

* Ensure an effective communication channel exists between the Board, co-owners, and People task and finish groups.

## Task and Finish Groups

The People Board acts as the escalation forum for People task and finish groups, which have delegated authority from the People board to enact operational and tactical projects within their terms of reference.

There are three People task and finish groups:

* Health & Wellbeing Group,
* Equality, Diversity & Inclusion Group,
* Recruitment and Resourcing Group

Changes to the People task and finish groups terms of references, and the creation of additional groups or cessation of existing groups rests with the People Board.

## Co-owners Council Engagement

The People Board will maintain a clear channel of communication with the co-owners’ council, so that both parties are able to share information and consult one another as appropriate. This will ensure that the co-owners’ council remains part of this group’s consciousness when making key decisions. Responsibility for this communication channel will be with the People Board’s Co-owner representative

## Membership

The membership of the Board will be comprised of;

* Non-executive Director focused on People (Chair)
* Non-executive Director focused on EDI
* Director of People (Deputy Chair)
* Director Finance
* Deputy Medical Director for Urgent Care
* Deputy Medical Director for Practice Services
* Programme and Service Director
* Director of Nursing, Allied Health Professionals and Governance
* Head of IUC Nursing and Allied Healthcare Professionals
* Head of Integrated Urgent Care
* Practice Managers
* Employee Director

In addition, members will be co-opted into the group if particular issues or projects arise that require expertise from individuals other than substantive members.

## Frequency

The People Board will meet quarterly. Additional exceptional meetings can be called by the chair as required.

## Quoracy

A minimum of four members to be present for a decision to be made.

## Reporting and Accountability

The People Board is accountable to the Corporate Leadership Board. The Chair will report to the Corporate Leadership Board on the activity and outputs of the People Board, providing assurance on area performance.

## Review

The TOR for the People Board will be reviewed annually.

### Version Control

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Changes Overview** |
| V1.0 | 20th November 2018 | Nick Harris (Director of Corporate Services) | Initial TOR |
| 1.0 | 30 June 2022 | Mike Duncan (Head of People) |  |
| 1.1 | 11 November 2022 | Mike Duncan (Head of People) | * Frequency changed from quarterly to monthly   Membership – remove Director of Corporate Services, NED Finance, and Practice managers, add NED EDI. |
| V2.0 | 26th July 2022 | Mike Duncan (Head of People) | Amended purpose, responsibilities, and membership |
| V2.1 | 26/07/24 | Mike Duncan (Director of People) | Added details to Culture Responsibility around areas to monitor and provide assurance on. Also added same areas to Agenda Template |

## Agenda Template

|  |  |  |
| --- | --- | --- |
| **Number** | **Item** | **Presenter** |
| 1 | Introductions, Apologies & Conflicts of Interest | Chair |
| 2 | Previous Minutes and Action log | Chair |
| 3 | Activity & Performance (KPIs)   * Diversity * Violence & Aggression * Sickness * Wellbeing | Director of People |
| 4 | Items for Approval | Chair |
| 5 | Items for Discussion | Chair |
| 6 | Risks & Issues | Director of People |
| 7 | AOB | All |
| 8 | Comms from the meeting/Items for Escalation | Chair |