

**Staffordshire and Stoke on Trent Integrated Care Board
People Culture and Inclusion Committee Part A**

TERMS OF REFERENCE

NAME OF GROUP:	Staffordshire and Stoke on Trent ICB People, Culture and Inclusion Committee
PURPOSE	<p>The Staffordshire and Stoke on Trent ICB People, Culture and Inclusion Committee (“the Committee”) will bring together health and care organisations and key stakeholders to support the transformation ambitions and design of the future state of health and care delivery in Staffordshire and Stoke on Trent.</p> <p>The Committee will seek to act in the best interest of citizens, patients, our people and the system as a whole by providing innovative strategic solutions which will address the cultural changes that are necessary to build a workforce that befits a world-class 21st century health and care system which is recognised as being the best place to work.</p>
COMMITTEE RESPONSIBILITIES	<p>The Committee will:</p> <ul style="list-style-type: none"> • oversee achievement of the ICS People Plan and any underpinning Delivery Plans • develop and deliver a coherent approach to measuring people, culture and inclusion outcomes and strategic objectives to support delivery of ICS ambitions & deliverables • oversee that achievement of the delivery of the Long Term Plan (LTP) workforce priorities across the ICS ensuring connectivity with the People Plan and delivery plans • act as the system investment board for any workforce development funds providing oversight and ensuring appropriate governance • oversee work at Place and within Primary Care Networks (PCNs) to determine a strategic people, culture and inclusion offer which supports the achievement of their strategic objectives • provide assurance to the ICB Board on the delivery of the People, Culture and Inclusion strategic objectives • provide senior leadership, strategic advice and guidance back to the system and to the leadership board on people, culture and inclusion issues • to set the strategic direction to the delivery groups ensuring that clear outcomes for each group are agreed, monitored and delivered, including impact on outcomes, performance, activity, quality and finance

	<ul style="list-style-type: none"> • develop strategic relationships with key stakeholders at a system, regional and national level • provide a platform for Organisations, PCNs and ICS workstreams to escalate strategic people, culture and inclusion risks, and debate mitigation proposals
<p>MEMBERSHIP</p>	<p>Board membership includes representatives from a range of organisations and health and care sectors at both a system and regional level.</p> <p>The busy schedules of the members are acknowledged and to ensure the balance and consistency for meetings, members are asked to nominate a deputy, by agreement of the Chair</p> <p>Chair: Shokat Lal, ICB Non-Executive Director (NED)</p> <p>Vice Chair: Julie Holder, ICB NED for Audit Committee</p> <p>Members:</p> <ul style="list-style-type: none"> • Committee Chair • Vice Chair • ICB Chief People Officer • ICS Director of People • Head of ICS People Team • Chief People Officer/ Workforce Director UHNM/ NSCHT/ SSOT LA/Staffs CC LA or deputy/ nominated representative by agreement of the Chair • Staffordshire and Stoke on Trent ICB Equality, Diversity and Inclusion Reference Group Chair • ICB Director of Corporate Governance, ICB Chief Medical Officer or nominated Deputy/ Representative by agreement of the Chair • Staffordshire and Stoke on Trent Training Hub Chair • Chair of Staffordshire and Stoke on Trent AHP Council • Skills for Care representative by agreement of the Chair • VCSE Sector Representatives by agreement of the Chair • Staffordshire and Stoke on Trent HEIs representatives by agreement of the Chair • NHS England Workforce Transformation Lead for Staffordshire and Stoke on Trent ICB
<p>REPORTING PROCEDURES:</p>	<p>The Chair of the People, Culture and Inclusion Committee attends the ICB Board and the Regional People Board, and is the conduit for reporting to and receiving updates and requests from this Board.</p>

	<p>The Committee assurance report will be shared with ICB Board and Regional People Board to provide updates on activity and risks.</p> <p>Provider representatives are responsible for ensuring their Boards and Committees are cited on the programmes of work and strategic plans from the ICB People, Culture and Inclusion Committee. Representatives will be required to provide assurance that this has taken place</p>
<p>REQUIRED ATTENDANCE:</p>	<p>Members are expected to attend 75% of meetings held each calendar year. Where this is not possible a nominated deputy of sufficient seniority (as named above) may attend with delegated authority to make decisions on behalf of their organisation or role on the Committee.</p>
<p>QUORUM:</p>	<p>Quorum will be reached with:</p> <ul style="list-style-type: none"> • at least the Chair or Vice Chair • ICB Chief People Officer or nominated Deputy • Chief People Officer/ Director of Workforce representation from at least one Provider Organisation • Representation from at least 3 stakeholder organisations. <p>If the quorum has not been reached, then the meeting may proceed if those attending agree, but no decisions for agreement by statutory bodies may be taken.</p> <p>If any member of the Committee has been disqualified from participating in the discussion and/or decision-making for an item on the agenda, by reason of a declaration of a conflict of interest, then that individual shall no longer count towards the quorum.</p>
<p>DECISION MAKING</p>	<p>The Committee will make decisions on system matters. The Chair will actively seek to reach decisions by consensus. Should this not be possible then a vote of the Committee's members will be required.</p> <p>In the case of the number of votes for and against a motion being equal, the Chair of the meeting shall have a casting vote to prevent a deadlock.</p> <p>The ICB People, Culture and Inclusion Committee may be required to take urgent decisions. An urgent decision is one where the requirement for the decision to be made arises between the meetings of the Committee and in relation to which a decision must be made prior to the next scheduled meeting.</p> <p>Where an urgent decision is required a supporting paper will be circulated to all members and a decision sought from voting members.</p> <p>The Committee members may meet either in person (subject to Covid-19 safety), via MS Teams or communicate by email to take an urgent decision. The quorum, as described above, must be adhered</p>

	<p>to for urgent decisions. In such circumstances, a minute of the discussion and decision will be taken by the secretary and will be reported to the next meeting of the ICB People, Culture and Inclusion Committee for formal ratification.</p>
<p>CONFLICTS OF INTEREST</p>	<p>The Committee will maintain a standing register, as per any other corporate decision-making body. In advance of any meeting of the Committee, consideration will be given as to whether conflicts of interest are likely to arise in relation to any agenda item and how they should be managed. This may include steps to be taken prior to the meeting, such as ensuring that supporting papers for a particular agenda item are not sent to conflicted individuals.</p> <p>At the beginning of each meeting of the Committee, members and attendees will be required to declare any interests that relate specifically to a particular issue under consideration. If the existence of an interest becomes apparent during a meeting, then this must be declared at the point at which it arises. Any such declaration will be formally recorded in the minutes for the meeting. Members must ensure that they continue to comply with relevant organisational policies / guidance.</p> <p>The Chair of the People, Culture and Inclusion Committee will determine how declared interests should be managed, which is likely to involve one the following actions:</p> <p>a) Requiring the individual to withdraw from the meeting for that part of the discussion if the conflict could be seen as detrimental to the Committee decision-making arrangements.</p> <p>b) Allowing the individual to participate in the discussion, but not the decision-making process.</p> <p>c) Allowing full participation in discussion and the decision-making process, as the potential conflict is not perceived to be material or detrimental to the Committee decision-making arrangements.</p>
<p>FREQUENCY OF MEETINGS</p>	<p>The ICB People, Culture and Inclusion Committee will meet on a bi-monthly basis.</p>
<p>SECRETARIAT:</p>	<p>The Committee will be serviced by the ICS People Function team and will operate using the following principles:</p> <ul style="list-style-type: none"> • Agenda items will be sought from the members of the Committee 14 days prior to the meeting. • The Chair will agree the final agenda • Papers will be circulated 5 working days before each meeting • Additional items for the agenda will be taken by exception with the knowledge and agreement of the Chair in advance of the meeting commencing • The minutes of each meeting will be circulated within 10 working days of the meeting being held and will be ratified at the following meeting.

	Ratified minutes of the meeting will be circulated to sub-groups for dissemination to their members as required.
REVIEW DATE:	The terms of reference will be reviewed on an annual basis to ensure continued fitness for purpose.
DATE APPROVED:	Approved July 2022 Reviewed July 2023 Next Review Date – July 2024