Belfast Health and Social Care Trust

caring supporting improving together

TERMS OF REFERENCE

COMMITTEE	PEOPLE AND CULTURE STEERING GROUP
PURPOSE	To provide visible sponsorship, oversight and assurance for the People and Culture priorities and associated work streams and support Directorate and Divisional level execution of action plans. To support Executive and Senior Management Teams to provide an excellent and safe working environment and culture which enables the provision of outstanding care for patients, in areas such as • The development of an open, just and learning culture • Enhancing leadership • Enhanced staff experience and wellbeing • Increased workforce capacity. To ensure that the processes for the management of People and Culture across the Trust are robust and effective in supporting the organisation to deliver its strategic objectives. To identify structures to support the governance arrangements associated with the People and Culture Steering Group to ensure it operates effectively and action is taken to address areas of concern. To ensure risks relating to People and Culture as defined in the risk register and assurance framework are being managed and that action taken will result in the intended outcome.
DUTIES	The main functions of the Steering Group are: • To hold those who lead the People and Culture work streams to account for their progress on the agreed work plans including associated metrics. • To hold each Directorate and Division to account for having a People and Culture action plan based on relevant data and for achieving their aims. • To share best practice strategies and learning. • To provide challenge, advice and ongoing review of organisational People and Culture metrics as part of the assurance framework and to provide feedback on progress to Trust Board on a biannual basis. • Ensure that People and Culture key risks and challenges are identified and appropriately escalated through existing assurance frameworks.

COMMITTEE	PEOPLE AND CULTURE STEERING GROUP
AUTHORITY	This group is authorised by the Assurance Committee to consider any matter 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 this group.
REPORTING	Formal minutes will be recorded of each meeting of the Steering Group and will be distributed to the members of the Steering Group. The Group will report to the Assurance Committee on a bi-annual basis.
LEAD RESPONSIBILITY	Co-Chairs: • Non-Executive Director • Director of HR & Organisational Development
MEMBERSHIP	**Co-Chairs:** • Non-Executive Director • Director of HR & Organisational Development **Membership:** • Chair of each work stream or their designated representative • Trade Union representative **Secretary:** • Administrative support from HROD Directorate **Quorum:** • At least one of the Co-Chairs of the Group, and at least three other members
MEETINGS	**Frequency of Meetings** The People and Culture Steering Group will meet quarterly. **Secretarial Support** • Formal minutes will be taken to include the following: • The names of all present at the meeting, and those from whom apologies have been received. • A record of the decisions made and any dissent. • Details of how the group was assured and the evidence on which this was based. • Details on any issues needing escalation. An action log will be provided, detailing who is responsible for each action.

COMMITTEE	PEOPLE AND CULTURE STEERING GROUP
	• Draft minutes and an action log will be issued no more than seven working days following each meeting. • The agenda and papers will be distributed electronically to members no later than five working days in advance of the date of the meeting. Members will be expected to have undertaken the necessary preparation for the meeting. **Papers** • Agenda for the meeting. • Minutes of the previous meeting. • The Steering Group report tabled at the most recent Assurance Committee, and details of any considerations by the Committee. • An update report from each of the four work streams including actions taken from last meeting and clear plan for next quarter. • Work stream report on identified learning, with proposals as to how, and to whom such learning should be disseminated. **Withdrawal of individuals** From time-to-time members will be called away to attend to urgent matters. This will be clearly documented in the minutes.
CONFLICT / DECLARATION OF INTEREST	The Chair shall seek and record any declaration or conflict of interest from members prior to every meeting of the group.
REVIEW	These terms of reference and operating arrangements will be reviewed on at least on annual basis by the group.