

Board Meeting in Public Tuesday, 26 March 2024

Title of Report	People Committee Report	Agenda No.	5.3.3
Nature of Report (tick one)	<input checked="" type="checkbox"/> Official	<input type="checkbox"/> Official Sensitive	
Author(s)	Brenda Thomas, Interim Company Secretary		
Lead Executive	Deborah McKenzie, Chief People Officer		
Non-Executive Director Sponsor (if applicable)	Caroline Serfass, People Committee Chair		
Presented for (tick all that applies)	<input checked="" type="checkbox"/> Approval <input checked="" type="checkbox"/> Assurance	<input checked="" type="checkbox"/> Information <input type="checkbox"/> Update	
Purpose of the report and key issues			
This report is submitted to the Board to draw attention to the main items discussed at People Committee meeting on 1 st February 2024.			
Previously Considered by			
N/A			
Recommendation	The Board is asked to note the report and approve the People Committee Draft Terms of Reference, as recommended by the People Committee.		
Risk(s) identified (Link to Board Assurance Framework Risks)			
As detailed within the report.			
Strategic Objective(s) this paper relates to:			
<input type="checkbox"/> Collaborate with partners <input checked="" type="checkbox"/> Invest in people and culture <input type="checkbox"/> Drive innovation <input type="checkbox"/> Modernise our operations <input type="checkbox"/> Grow and diversify our donor base			
Appendices:	Appendix 1: People Committee Draft Terms of Reference		

1. Background

This report is submitted to the Board to draw attention to the main items discussed at People Committee meeting on 1 February 2024.

This meeting was not quorate, therefore, items that were presented for approval were circulated outside of the meeting and the decisions made were duly documented. The meeting required two Non-Executive Directors (NEDs) to be quorate.

2. Terms of Reference

The Committee discussed its updated Terms of Reference and made further suggestions for inclusion and clarification. The changes relate to:

- *Addition of paragraphs 3.1.7 to 3.1.9* - relate specifically to approvals which require external agreement and are detailed in the Scheme of Delegations.
- *Addition of paragraph 3.5* - People Strategy and related programmes and KPIs.
- *Paragraph 7 - Frequency, conduct and proceedings of meetings*: change in the number of times the committee will meet - from five times to four times a year.
- *Paragraph 10 - Monitoring Effectiveness*: reworded for consistency across board committees' terms of reference.

The Terms of Reference were further updated and circulated to the Committee for recommendation to the Board for approval. The Terms of Reference are presented at Appendix 1 of this report.

3. Equality, Diversity, and Inclusion Audit

The Government Internal Audit Agency (GIAA) Equality, Diversity and Inclusion(EDI) audit took place in 2023 assessing the adequacy of the arrangements in place to sufficiently support and embed an effective EDI landscape and the extent to which NHSBT are taking forward the EDI agenda to create safe, inclusive, and equal environment for staff to work.

The Committee was presented with the summary of the findings of the audit together with the management response.

NHSBT received limited assurance that EDI is adequately embedded into NHSBT strategy, aims and policies, or supported by measurable objectives and data, limiting the broader cultural messaging and effectiveness of monitoring and reporting. The report made 14 recommendations to assist NHSBT to build a stronger EDI culture.

The Committee commended the team for the significant progress that had been made from the previous years.

4. Director Contract Amendments

The Committee received a paper which provided an update to, and sought approval from, the Committee of proposed contract amendments/additions made to voting and non-voting contract templates for newly recruited directors. These proposed changes have resulted from recommendations from GIAA Audit, Capsticks LLP and to create consistency in the two contract templates for future appointments of new directors.

The Committee requested two actions which were addressed prior to approving the templates outside of the meeting.

5. Chief People Officer Secondment Extension

The Committee was asked to endorse the extension for secondment of the Chief People Officer for another six months to end September 2024. This extension had already been approved by the Treasury. The extension was endorsed outside of the meeting due to the issue of quoracy earlier mentioned.

6. Forward Together Programme

The Committee received an update on the current position, future plan, and the benefits identified through the activities of phase 1 of the Forward Together Programme. The presentation highlighted the Anti-Racism Framework workshops which have started, and feedback had been positive. The feedback from the workshops would be fed into the ARF and would continue to shape it.

The other workstreams noted were inclusive recruitment, bridging the anti-racism knowledge gap through developing range of tools to enlighten staff about anti-racism and inclusion, the WinLab workstream looking at the recruitment panel to ensure better practice in the organisation's recruitment and Kickstart how new staff could be set up early in their career.

The Committee commended the work done so far.

7. People Plan

The Committee noted the Executive and Board feedback on the draft manuscript to date, and the Board's recommendations that the People Plan be updated to be more outcome focused and the timing of launch reviewed in light of the feedback.

The Committee was assured that a consolidated People Plan would be presented to the Board for approval by the end of March 2024.

8. Freedom To Speak Up Annual Report

The Committee received the Freedom To Speak Up Annual Report which was noted together with the recommendations.