



## **Terms of Reference**

### **People & Culture Committee**

Approved by HSE Board \_\_\_\_\_

## **Role of the People & Culture Committee**

The role of the People & Culture Committee is to act on behalf of the Board of the HSE to oversee the delivery of People Plans and Strategies which support the implementation of the HSE Corporate Plan; the HSE People Strategy; annual National Service Plans including the HSE Pay & Numbers Strategy. The Committee will focus on key areas which include Leadership and Capability, Culture, Recruitment and Retention, Communications, Training and Development, Staff wellbeing and Staff Health & Safety.

The Committee supports and espouses the values of the HSE and promotes the desired culture.

The Committee is not responsible for any executive function and is not vested with any executive powers. In relation to its duties, it fulfils an oversight, advisory and support role only.

## **Authority**

The Committee is authorised by the Board of the HSE to use its oversight role to:

- Seek any information or explanations that it requires from any employee of the HSE, or agency totally or partially funded by the HSE;
- Obtain independent legal or professional advice procured in accordance with the HSE's procurement policy;
- Seek the attendance of persons with relevant experience and expertise at the People and Culture Committee meeting as necessary;
- Report on and escalate any matter it deems relevant to be brought to the attention of the Board.

## **Scope**

The scope of the Committee's authority extends to all aspects of People and Culture within the health service.

## **Duties**

The Committee's duties are to advise the Board on all matters relating to the people and culture mandate.

More specifically, the Board requires the Committee to advise it on matters relating to:

- Overseeing the implementation of the People Strategies such as *Health Services People Strategy 2019-2024*, *the HSE Resourcing Strategy 2023*, *the NCHD Taskforce Report*, *HSE Pay and Numbers Strategy* through the development of an appropriate dashboard to monitor progress.
- Assuring the Board that effective and proactive evidence-based strategic workforce planning and intelligence and resource / succession planning is in place.

- Advising the Board that the appropriate investment is being made in people to ensure the capability and capacity to deliver a high quality and safe service.
- Advising the Board that appropriate and effective systems of communication and employee records management systems are in place for staff.
- Advising the Board that appropriate and effective systems of employee records management systems are in place for staff.
- Reviewing reports on the identification of risks to staff safety and wellbeing and overseeing development plans to anticipate and respond to such risk with the aim of creating and maintaining a safe working environment and reducing adverse events.
- Reviewing the effectiveness of the systems established by management to identify, assess, manage, monitor, and report on risks to staff.
- Advising the Board in relation to the People and Culture aspects of major Organisation Change implementation.
- Reviewing the annual National Service Plan and advising the Board on the adequacy of resourcing and other matters, to ensure successful implementation.
- Providing assurance that appropriate systems and controls are in place, to ensure compliance within its statutory obligations imposed on the HSE and mandatory obligations imposed by the HSE, relating to employees, including compliance with the Pay and Numbers Strategy.
- Advising on systems and processes to ensure that learning from adverse events and innovative improvements, are communicated effectively, and are embedded in practice throughout the organisation.
- Supporting the enhancement of collaborative working relationships between professions including representative bodies and regulators.
- Assuring the Board that adequate training and development of staff is taking place.
- Providing assurance that the HR function operates effectively throughout the organisation including consistent implementation of policy and decisions of the Board.
- Assuring the Board that appropriate individual performance management takes place.