

People Committee – for assurance

Meeting agenda title: People Committee work programme

Meeting date: 26 November 2024

Time required: 5 minutes

Presenter: Louise Byers

1. Objective and recommendation

- 1.1. This report sets out the People Committee's work programme for future meetings. The Committee is asked to note the report.

2. Developing a common understanding

- 2.1. The work programme for the People Committee aims to ensure that the Committee fulfils its responsibility to give independent assurance to the Management Board regarding people related risks. A detailed report setting out how this aligns to the Committee's terms of references was presented to the November 2022 meeting.

3. Areas for challenge

- 3.1. Are there any areas of the work programme where there is a risk that the Committee will be drawn further into the detail than is appropriate?
- 3.2. Are there any areas where the Committee believes it should receive further reporting?

Author: Fiona Wilcock

List of Annexes: Annex 1 – People Committee work programme

Publication decision: This report can be published internally and externally without redactions.

Outcome reached:

Title	Decision or assurance	Committee	Frequency	Next report due	Est time	Report author	Responsible Board member	Meeting presenter	Other officers involved in work	Purpose of report
People Committee Terms of Reference update	1. For decision	People Committee	Annual	1/2/25	10	Chris Braithwaite	Louise Byers			For the Committee to review the ToRs and recommend any updates to ET.
Risk deep dive: productivity, engagement and wellbeing	2. For discussion	People Committee	Every meeting	1/2/25	15	Vikki West	Vikki West	Vikki West		For the Committee to consider the risks associated with productivity, engagement and wellbeing and their link with engagement of all colleagues and senior leaders.
People Committee effectiveness review	2. For discussion	People Committee	Annual	1/2/25	10	Claire Churchill	Louise Byers	Louise Byers	Chris Braithwaite, Fiona Wilcock, Lauren Chadwick	For the Committee to conduct its annual review of effectiveness (Confirm input from NEDs at pre-meet with Jane)
Summary of people-related risks and opportunities	2. For discussion	People Committee	Every meeting	1/2/25	5		Vikki West			To give the Committee a high-level overview of people-related risks and their mitigations.
Messages for Management Board	2. For discussion	People Committee	Every meeting	1/2/25	5		Jane McCall			For the Committee to discuss key messages to be shared with Management Board.
Delivery of the workforce planning index and update on Workforce Plan framework	3. For assurance	People Committee	Six-monthly	1/2/25	10	Bryan Smith	Jen Green		Bryan Smith, Dom Abubakah	For the Committee to review progress with delivery of the workforce strategy.
People-related Key Performance Indicators (KPIs)	3. For assurance	People Committee	Every meeting	1/2/25	10	Mags Wilson-Savage, David McKeever	Vikki West (as Director)	Vikki West (as Director)		To give the Committee assurance about the monitoring of key metrics.
Career banding outcomes and pay data (October window)	3. For assurance	People Committee	Annual	1/2/25	10	Mark Graves	Vikki West (as Director)	Vikki West	Conor Harris	To give the Committee information of the outcomes and trends from the October career banding window.
People Committee Work Programme	4. For information (discuss by exception)	People Committee	Every meeting	1/2/25	5	Fiona Wilcock	Louise Byers	Louise Byers	Corporate Governance	For the Committee to consider the work programme for future meetings.
Changes to People related policies	5. Background paper	People Committee	Every meeting	1/2/25	0		Vikki West (as Director)		Mark Graves	To update the Committee on any changes to relevant policies.
Minutes from recent EDI Board meetings	5. Background paper	People Committee	Every meeting	1/2/25	0		N/A		Corporate Governance	To give the Committee sight of the activities of EDI Board
Minutes from recent Joint Committee meetings	5. Background paper	People Committee	Every meeting	1/2/25	0		N/A		Corporate Governance	To give the Committee sight of the discussions at Joint Committee
Minutes from recent Resources Board meetings (paused)	5. Background paper	People Committee	Every meeting	1/2/25	0		N/A		Corporate Governance	To give the Committee sight of the activities of Resources Board
EDI objectives and action plan	3. For assurance	People Committee	Annual	1/5/25	15		Vikki West (as Director)		Naheed Mirza	To give the Committee assurance about the delivery of EDI objectives
Annual Report - People-related sections	4. For information (discuss by exception)	People Committee	Annual	1/5/25	0		Louise Byers		Vikki West, Fiona Wilcock	For the Committee to review People-related parts of the Annual report, ahead of the whole draft report being considered by Management Board.
Pay Remit	2. For discussion	People Committee	Annual	1/7/25	30		Jen Green			For the Committee to note the parameters of and discuss the ICO's approach to the pay remit for the current year's pay award.

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People aspects of the High Performance Strategy	2. For discussion	People Committee	Annual	1/7/25	15		Vikki West (as Director)		Dept Heads	To give the Committee assurance on progress with the people aspects of the various elements of the high performance strategy.
People Committee effectiveness review - progress update	3. For assurance	People Committee	Annual	1/7/25	5	Fiona Wilcock	Jen Green			To provide the Committee with assurance on progress in delivering the actions from the People Committee effectiveness review.
Modern Slavery statement	3. For assurance	People Committee	Annual	1/7/25	5		Vikki West (as Director)		Mark Graves, Emma Hinchley	For the Committee to review and comment on the Modern Slavery statement, prior to this being approved by Management Board.
Review of TORs	3. For assurance	People Committee	Annual	1/7/25	5		Jane McCall			For the Committee to consider its Terms of Reference
EDI Action Plan - mid year update	2. For discussion	People Committee	Annual	1/11/25	20	Vikki West	Vikki West	Jen Green	Roshini Mylvaganam	For the Committee to review progress with delivery of the EDI objectives and action plan, along with staff wellbeing actions.
Progress in implementing people survey findings	2. For discussion	People Committee	Annual	1/11/25	15		People Services Director			
Career banding outcomes and pay data	3. For assurance	People Committee	Annual	1/11/25	15	Mark Graves	Vikki West	Mark Graves	David McKeever	To provide the committee with analysis and trends from the most recent career banding window.
Management Board or Executive Team vacancies	1. For decision	People Committee	As required		20		Paul Arnold			(When required) For the Committee to consider the approach to filling a vacancy on Management Board or Executive Team.