

## PEOPLE AND CULTURE COMMITTEE TERMS OF REFERENCE

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### 1. Introduction

- 1.1 In exercise of its powers under Schedule 2 to the Police Reform Act 2002 (as amended by Schedule 9 of the Policing and Crime Act 2017), the IOPC Unitary Board has established a People and Culture Committee as a committee of the Unitary Board to provide advice and support in relation to people and culture responsibilities and duties. This Committee is also formally responsible for overseeing changes relating to remuneration.

### 2. Responsibilities

The purpose of the committee is:

- 2.1 To provide scrutiny, strategic focus and assurance in respect of the Board's responsibilities for matters relating to the development and implementation of IOPC people strategies and plans working to develop a values-based culture. Also, to monitor performance against HR indicators.
- 2.2 To scrutinise, on behalf of the Board, and to seek assurance regarding change programmes that have a major impact on the workforce.
- 2.3 To advise on and provide assurance regarding, the development and delivery of an organisational development strategy that supports purpose and promotes a values-based workplace culture.
- 2.4 To consider the effectiveness and/or output of IOPC internal communication, staff consultation and staff engagement activities including organisation wide staff surveys.
- 2.5 To contribute to the development of the organisation's second strategy and ensure that any People-related aspects are well-considered and appropriate.
- 2.6 To ensure that the resource implications of any new People-related initiative/policy have been fully considered.
- 2.7 To provide scrutiny, strategic focus and assurance in respect of matters relating to Health and Safety, including wellbeing.
- 2.8 To contribute, at an early stage, to the continuing development and evaluation of People and diversity and inclusion strategies, which support the strategic objectives and priorities of the IOPC as an employer of choice, reflect best practice and meet legal requirements.

- 2.9 To agree on behalf of the Unitary Board the pay and reward strategy and annual staff pay remit, ensuring it fits with the the relevant Cabinet Office and Home Office guidance and agree submission to the Secretary of State for approval.
- 2.10 To consider and advise on the Director General's proposals regarding pay progression and bonus awards (if applicable) for each executive Director through:
- The consideration of the differentiation of pay awards and bonuses to ensure that the allocation of any pay awards and/or bonuses fit within the annual pay award for Directors as agreed with the Home Office and remain within the boundaries of Director's contractual terms;
  - Monitoring the result for gaps and differences on grounds of gender, ethnicity, disability or working pattern, and recommending appropriate action.
- 2.11 To receive and make recommendations on the equal pay audit, pay gap reports.
- 2.12 To work and liaise as necessary with all other board committees.

### **3. Membership**

- 3.1. The committee shall comprise at least three members.
- 3.2. Members of the committee shall be appointed by the Unitary Board on the nomination of the Board Chair.
- 3.3. Members of the committee shall be provided with appropriate and timely training both in the form of an induction programme for new members and on an ongoing basis for all members.
- 3.4. All members of the committee shall be non-executive directors.
- 3.5. Members of the committee are:
- Deborah Bowman (Committee Chair)
  - Rommel Moseley (member)
  - Julia Mulligan (member)
- 3.6. The committee may:
- Co-opt additional members for a specified period based on the committee Chair's assessment of the need to provide specialist skills, knowledge and experience. The committee Chair shall make recommendations to the Unitary Board.
  - Ask any official of the organisation to attend all or part of any meeting to assist it with its discussions on any particular matter.
  - Ask any or all of those who normally attend meetings (but who are not members) to withdraw to facilitate open and frank discussion of particular matters.

### **4. Meetings and attendance**

- 4.1. The committee shall meet at least three times a year at appropriate intervals and otherwise as required.
- 4.2. The committee Chair may convene additional meetings as deemed necessary or as requested by the Director General and/or the Unitary Board to discuss particular issues.

- 4.3. Meetings of the committee will usually be held virtually or in London, unless the committee determine otherwise.
- 4.4. Outside of the formal meeting programme, the committee Chair, and to a lesser extent the other committee members, will maintain a dialogue with key individuals, involved in the organisation's governance.
- 4.5. Only members of the committee are entitled to attend committee meetings. Other agreed regular meeting attendees are:
- Director General
  - Deputy Director General (Strategy and Corporate Services)
  - Director, People (Lead Director)
  - Governance Secretary
- 4.6 The committee may request the attendance of other IOPC officials as necessary to assist with its discussions on any particular matter. "Attendance" includes participation by telephone, video conference or similar. The committee may also agree to staff observers attending meetings.
- 4.7 Urgent items for example the approval of the annual pay remit, may be dealt with by email with the agreement of the Committee.

## **5. Notice of Committee Meetings**

- 5.1. Unless otherwise agreed by the committee, notice of each meeting confirming the venue, time and date together with a meeting agenda and papers shall be forwarded to each committee member no later than five working days before the date of the meeting. All documents shall be sent to the committee members in electronic form, unless agreed otherwise.

## **6. Agenda and Minutes of meetings**

- 6.1 The agenda for the meeting of the committee shall be agreed by the committee Chair in consultation with the Lead Director.
- 6.2 The Governance Secretary shall minute the proceedings and decisions of all meetings of the committee, including recording the names of those present and in attendance.
- 6.3 Draft minutes of meeting shall be prepared within five working days. It shall be subject to comment by the Lead Director and approval of the committee chair before circulation to all members of the committee/Unitary Board, unless it would be inappropriate to do so in the opinion of the chair.
- 6.4 Minutes of the committee meeting will be approved (and signed by the committee chair) at the next committee meeting.

## **7. Quorum**

- 7.1 The quorum necessary for the transaction of business shall be two committee members.
- 7.2 In the event that there is no quorum within 15 minutes of the scheduled start time, the meeting may be adjourned.
- 7.3 The Chair may ask any or all of those who normally attend, but who are not members of the committee, to withdraw to facilitate open and frank discussions of particular matters should this be deemed appropriate.

## **8. Reporting responsibilities**

- 8.1. Committee minutes will be presented to the Unitary Board and the committee Chair shall report orally at the Unitary Board meeting on its proceedings after each meeting on all matters within its duties and responsibilities.
- 8.2. The committee shall evaluate its effectiveness every six months to assess the impact it is having and to make changes if required. An annual report of effectiveness will be provided to the Unitary Board..
- 8.3. The committee shall make whatever recommendations to the Unitary Board it deems appropriate on any area within its remit where action or improvement is needed.
- 8.4. The committee shall conduct an annual review of its terms of reference to ensure it is operating at maximum effectiveness and recommend any changes to the Unitary Board as necessary.
- 8.5. Committee members will be subject to annual appraisal in accordance with good practice.

**This ToR should be read in conjunction with the IOPC Standing Orders which includes the scheme of delegation.**

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