

Cheshire and Merseyside People Board Terms of Reference

Introduction

The Cheshire and Merseyside People Board has been in place for a number of years and as the new ICB is established it is imperative that there is clarity on the purpose and function of the People Board.

It is intended that the People Board will provide the forum to:

- Agree the C&M Workforce/ People strategy and monitor performance against the key milestones in that plan
- Agree workforce transformation programmes including collaboration at scale work
- Determine the allocation of any HEE funding
- Monitor performance of any workforce programmes funded via People Board/ HEE

Purpose

The Cheshire and Merseyside People Board will bring together health and social care organisations, the education sector and other key stakeholders to provide strategic leadership to ensure the implementation of the People Plan and system wide workforce plans. From time to time it will receive specific work programmes from the North West Regional People Board and from the Cheshire and Merseyside ICB.

The People Board will provide:

- **Strategic leadership to the workforce challenges and develop appropriate strategies and approaches to meet the workforce challenges**
- **Joint Problem Solving** – to determine how to collectively deliver the People Plan and system workforce plans, remove barriers and ensure that no part of the Cheshire and Merseyside health and care system is disadvantaged by the actions of another part of the system
- **Transparency** – to ensure transparency in funding flows, through NHSE/I and HEE and any other system wide investment in workforce and organisational development (OD)
- **Co-ordination** – to promote the coordination of work programmes and sharing of best practice
- **Collaboration** - to bring key stakeholders across Cheshire and Merseyside together to enable greater collaboration.
- **Alignment** – to align system workforce plans, activity and financial plans
- **Development** – to develop the necessary workforce infrastructure, capacity and capability at local and system levels

People Board Activities

The C & M People Board activities as a minimum will include:

Delivery of Cheshire and Merseyside People Plan

- Oversee system delivery of the People plan across health and care
- Ensure alignment across all workforce policy initiatives and drivers
- Oversight of any national policy development that impacts on the health and care workforce

System Leadership

- Provide system leadership on workforce and OD activities
- Agreement of Cheshire and Merseyside workforce priorities
- Support the workforce system in addressing common challenges
- Join up local initiatives and direct interventions to where they are most needed

Promotion of Equality, Diversity and Inclusion (EDI) Strategy

- Ensure that the EDI agenda runs as a common thread throughout workforce initiatives linked to key work streams, e.g. WRES, WDES, talent, and consideration of decisions from the perspective of staff with any of the protected characteristics
- Promotion of the BAME pledge through all activities of the People Board
- Ensure that all decisions are viewed through an EDI lens ensuring that there is appropriate representation on the group

Talent Management

- Oversee delivery of the Cheshire and Merseyside Talent Programme in line with the regional requirements and with a particular focus on diversity

Health Education England Functions

- To ensure that any HEE funding allocations are appropriately allocated and monitored and that the HEE mandate is satisfied

Distribution and alignment of resources

- Provide strategic direction for use of resources
- Provide coordination across Cheshire and Merseyside, promoting transparency, visibility of support and clear communication channels.

Decision Making & Accountability

- Approval of new programmes of work
- Approval of financial investment
- Scrutiny of workforce programme
- Agreement on reporting to the North West People Board

Partnership working

- Identify appropriate areas for partnership working
- Ensure that all actions of the People Board support the Health and Care Partnership ambition to reduce health inequalities

Governance

The People Board will report to the Cheshire and Merseyside Integrated Care Board and through to the North West Regional People Board.

Sub Groups

The People Board will establish the following formal sub groups which will be required to report back to each formal meeting of the People Board:

- A workforce supply group
- A workforce planning sub group
- A Primary Care workforce sub group

Other time limited / focused groups may be established at the request of the People Board

Meeting Arrangements

Frequency:

- The People Board will meet on a quarterly basis to provide the necessary strategic oversight and leadership. The frequency of meetings will be reviewed on an ongoing basis. The meeting will be scheduled for 2 hours.

Administration:

- The agenda of meetings will be agreed and communicated in advance by the Chair at least 5 working days in advance.
- Minutes of the meeting will be produced and shared within 10 working days.

Quorate:

The People Board will be quorate if 50% of the membership is present

Membership

- Membership of the People Board can be amended at the request of the Chair, or by democratic agreement of the membership.
- The membership can request, subject to agreement of the Chair, that other parties can be co-opted onto the People Board for specific discussions.
- Members of the People Board are responsible for liaising with their organisation's/ network's before and after each meeting.

Core membership

Chair	Colin Scales – CEO SRO for the People Board
ICB Chief People Officer	Christine Samosa
ICB Associate Director of Workforce	Vicki Wilson
HRD representative x2	Heather Barnett/ Anne-Marie Stretch (deputies Paula Wood and Rachael London)
Directors of Nursing ICB Director of Nursing and Care	Kimberley Salmon-Jamieson Christine Douglas
Finance representative	Andrea McGee
Medical Director	TBC
HEE AHP lead	Naomi McVey
Pharmacy representative	TBC
HEE Regional Director/ NHSE/I CPO	Christopher Cutts / Lawrence Osgood
HEE workforce transformation and education lead for C &M	Emma Hood
C&M Retention Lead	Julie Barrett
Primary Care x2	Alan Cummings / Jonathan Griffiths
Primary Care Training hub	Trish Atkinson/ Katie Power
Post graduate Dean	Paul Baker
ADASS	Anne-Marie Lubanski
Staff side representatives	Dale Ollier – UNISON /Shahnawaz Sadiq BMA
Skills for Care	Lindsey Dawson
Adult social care provider representative	TBC
HEI representative	Angela Simpson
Further Education	TBC
Innovation Agency	Carole Spencer
North West Leadership Academy	Suzanne Douglas
Provider Collaboratives x2	Colin Scales /Kathy Thompson
Director of Public Health	Matt Tyrer
Housing Associations	Stephanie Harrison
Representing the BAME networks	Anne-Marie Davies
Place Director representing the 9 places	Alison Lee
Voluntary sector	To be confirmed

Other members may be invited for specific items.

Roles and responsibilities of members

Members of the People Board are representing their relevant sectors or professions and accordingly they should seek the views of their colleagues (i.e. via the HEI consortium) on the agenda and any associated actions and should ensure that decisions to which they are party do not unintentionally compromise another party.

Members are expected to have read, in advance of the meeting, all papers and be prepared to participate in discussion and debate and present the views of the profession / sector.

Members are expected to attend a minimum of 75% of meetings throughout the year and in their absence be represented by a nominated deputy who is clear on their responsibilities.

Members should disclose any conflicts of interest (or potential conflicts) at the start of each meeting

Review

These Terms of Reference will be reviewed on an annual basis – next review January 2024