

H&W Integrated Care System People Board Terms of Reference

Last reviewed: For review September 2024 Next Review: 12 months (September 2025)

Chair & Lead Executive	ICB Director of People & Workforce and ICS Chief People Officer
Vice Chair	Associate Director of People & Workforce
Purpose	The Herefordshire and Worcestershire Integrated Care System (ICS) People Board has been established to bring together health and care organisations and key stakeholders across the system to provide strategic leadership to the development and implementation of the people function.
	The board brings together stakeholders to collectively understand the HW ICS People position through the sharing of data, to engage widely on the various people initiatives taking place across the system and to assure the work of the ICS People and Workforce team is focussed on the key priorities.
	The Board initiates workforce interventions via the workstreams that sit beneath it and working groups to get specific initiatives off the ground.
Scope of responsibilities	The People Board will ensure the following priorities are addressed:
	 Attraction and Retention within the system Workforce Planning and Transformation capability and capacity Inclusion and Belonging
	It will prioritise activity based upon need as determined by the Workforce Planning Oversight Board (see below)
Reporting and Relationships	See governance chart below.
	The People Board will be informed of workforce demand by the Workforce Planning Oversight Board which brings together areas of critical workforce risk across the organisations, services and faculties (professional workforce groups).
	The ICS People Board reports into the Quality Resource Delivery Committee.

	The Academy Steering Group, Attraction and Retention and EDI and Culture workstreams provide the People Board with assurance that initiatives are being delivered.
Membership	Board membership will include senior representatives from all partner organisations in the health and care sectors as detailed below:
	 NHS Herefordshire & Worcestershire Worcestershire County Council Herefordshire Council West Midlands Ambulance Service University NHS Foundation Trust Worcestershire Association of Carers Primary Care Wye Valley NHS Trust Skills for Care Herefordshire & Worcestershire Health and Care NHS Trust Worcestershire Acute Hospitals NHS Trust Unison Worcestershire Safeguarding Adults University of Worcester NHSE Worcestershire VCSE Alliance Herefordshire Voluntary Organisations Care Home Sector Representative
Quoracy	 Members are expected to attend 4 of the 6 meetings held each calendar year. Where this is not possible a nominated deputy may attend with delegated authority to make decisions on behalf of their organisation or role on the People Board. The meeting will be quorate with a minimum of: the Chair (or Vice-Chair if there is one) representation from at least one local authority representation from at least 50% of the Trust Providers representation from at least one of the three work-stream Chairs If the quorum has not been reached, then the meeting may proceed if those
Frequency of Meetings	attending agree. Every 2 months
Meeting Management	The People Board will be managed by the HWICB Director for People and Workforce, Katie Hartwright.
	The Board has three sections system update (to ensure collective understanding of the people and workforce position and supporting data), engagement (to understand the various initiatives across the system) and assurance (to assure the work of the ICS People and Workforce Function).
	Coordination of meetings, agendas, supporting papers and minutes will be undertaken by Caroline Vertigen, Business Support Officer.

Documentation	All meetings will be held virtually by default using MS Teams platform. However, at the discretion of the Chair, it may be determined that a face-to-face meeting needs to be convened on an ad hoc basis.
	Agenda and supporting papers will be circulated electronically to all members 5 working days in advance of the meeting.
	Minutes and action tracker will be circulated in draft for agreement at the next People Board.



Governance Outline

