



CNPA PEOPLE COMMITTEE

Terms of Reference

1. PURPOSE

The Authority has established a People Committee to provide objective advice, **review**, oversight, and scrutiny on the CNPA/CNC People Strategy as well as delivery of all corporate people related objectives and targets as set out in the **3 Year Strategy** and delegated by the Authority.

The Committee will also provide oversight, scrutiny and advice into people related Authority policies to ensure that the CNC is managing its people effectively and in keeping with good practice HR governance.

The Committee will monitor and review how the People Strategy contributes to improved organisational performance and **delivers against the 3 Year Strategy**.

The Committee will also review, scrutinise and where appropriate, **approve for recommendation to the CNPA Board**, organisational restructuring proposals and investment/project/policy business case proposals in accordance with the CNPA Corporate and Financial Scheme of Delegation and where there is a whole organisational or budget impact.

2. SPECIFIC RESPONSIBILITIES

The Committees primary responsibilities are:

2.1. People Strategy

- 2.1.1 Review, Consult and Approve **for recommendation to the CNPA Board**, the strategic direction of CNCs HR and people development strategy including resource planning, terms and conditions, remuneration, employee professional development and training, succession planning and talent management, audit and compliance.
- 2.1.2 Make recommendations to the Authority where there is a material and/or financial impact associated with delivery of the People Strategy.
- 2.1.3 Review, at least annually, the People Strategy to ensure it remains fit-for-purpose.

2.2 Governance and Compliance

- 2.2.1 Scrutinise and ensure there is a robust review process around 'organisational (people) change' business case development and oversee compliance with the Authority's Scheme of Delegation.
- 2.2.2 Review, periodically, a selection of post implementation organisational (people) change programmes/initiatives to ensure its successful implementation, compliance and delivery of expected outputs. Ensure action is taken to address any shortcomings.
- 2.2.3 Review all significant risks and opportunities against the People Directorate and performance



2.3 Policy and Remuneration

- 2.3.1 Approve appropriate CNPA policy and staff remuneration packages to ensure best value, affordability, fairness and suitable organisational 'fit' in accordance with UK Government Public Sector Pay Policy. *Note that Officer remuneration is covered by national pay scales and TACOS and Executive packages are approved at the senior Appointment Committee (SAC).
- 2.3.2 Ensure Police Officer and Police Staff terms and conditions are regularly reviewed and are congruent with the relative national staffing groups for policing and account for the specific roles and functions of the CNC.
- 2.3.3 Approve corporate objectives for staff development, succession planning and talent management models, and ensure outcomes and benefits are clearly defined.

2.4 Reporting

- 2.4.1 Annually review the format of monthly reporting, action and decision recording, to ensure that they continue to meet good practice requirements.
- 2.4.2 Review monthly performance against HR people metrics.

2.5 Organisational (People) Development

- 2.5.1 Champion a culture in which people are valued, skills are developed to ensure regular and wide consideration of human resource/people issues.

3. COMMITTEE CHAIR RESPONSIBILITIES

The Committee Chair must be an Independent Member as stipulated in HMIC Guidelines.

The Committee Chair will be nominated by the Chair of the Authority and endorsed by the full Authority and will:

- Ensure that the business of the Committee is dealt with efficiently, effectively and that all persons received a fair hearing.
- Lead the meeting to make appropriate decisions, and judgments of when to make recommendations to the Authority.
- Convene a meeting of the Committee as required or if so requested by the Authority or by any Member of the Committee.
- Determine an appropriate course of action with any Member who declares a potential or actual conflict of interest.

4. MEMBERSHIP AND ATTENDANCE

The Committee will comprise three (3) Members of the Authority, one of who will be the Chair, and one of whom should also be a member of the Finance, Audit and Risk Committee.

The Authority will appoint the Members and Chair. The Chair of the CNPA may not be a member of the Committee but may attend.

The Committee may:

- Invite additional attendees (including other representatives from the CNC) when required, to provide specialist skills, knowledge and experience; and
- Procure specialist ad-hoc advice at the expense of the organisation, subject to budgets agreed by the Authority.
- Committee meetings will be attended by the Chief Constable or Deputy Chief Constable, the People and Organisational Director, the Corporate Services Director and the Director, Governance, Compliance and Legal Services.
- The Committee may require any other officials of the CNC to attend to assist it with its discussions on any particular matter.
- The Committee may ask any or all of those who normally attend but who are not Members to withdraw to facilitate open and frank discussion of particular matters.
- The quorum for meetings of the Committee will be two (2) Authority Members. In the event that two (2) members are not available for a meeting; the Authority may substitute another suitable Authority member. However, only one (1) member of the Committee may be substituted for any meeting.
- In his or her absence the Chair may nominate a deputy, or the Committee may elect an interim Chair.

The Committee will also periodically (at least annually) review its own effectiveness and report the results of that review to the Authority.

5. MEETINGS

The Committee will meet on such dates and times as they determine. The Committee will meet a minimum of four (4) times a year.

The convening of a meeting may be sought at any time by a written request by any of the sitting Members, specifying the nature of the business they wish to discuss.

The Authority or Chief Constable/Chief Executive may also ask the Committee to convene further meetings to discuss particular issues on which they want the Committee's advice.

6. ADMINISTRATION AND INFORMATION REQUIREMENTS

Agenda Setting and Information Requirements

Members or other attendees may raise proposed items for the agenda with the Chair of the Committee. This should be done no later than three (3) weeks before the relevant meeting.

It is for the Chair to consider whether the item is appropriate and at which meeting it should be presented. Items raised out with the three (3) week notice may be considered at the discretion of the Chair.

In advance of each Committee meeting, the CNC People and Organisational Development Director will meet with the Chair of the Committee to discuss the agenda for the forthcoming meeting (an Agenda Planning Meeting).

Agenda Items and Papers will be circulated electronically five (5) working days in advance of a meeting.

For each meeting the Committee will be provided with the following Standing Items:

- A monthly HR performance reports against agreed metrics, covering the period(s) since the previous Committee meeting.



- All new business cases for proposed organisational restructure, business or people change.
- A report from the CNC People and Organisational Development Director concerning all relevant financial, risk, reputational and/or performance issues.

The Committee Chair will formally report a summary of the meeting in writing to the Authority after each meeting and no later than five (5) working days from the meeting.

Formal Minutes of the Committee meeting will be written in DRAFT and submitted to the Committee Chair for review and approval to release no later than seven (7) working days after the meeting and circulated to the wider Members of the Authority and Executive no later than ten (10) working days from the meeting.

Actions of the Committee meeting will be written in DRAFT and submitted to the Committee Chair for review and approval to release no later than seven (7) working days after the meeting and circulated to the wider Members of the Authority and Executive no later than ten (10) working days from the meeting.

A Decision Log will be established, maintained, updated and issued at every Committee meeting as a reference.

The Committee Chair will provide a written update report on business progressed through the Committee for each formal Authority Meeting.

Conflicts of Interest

The Committee will adhere to the Authority’s Code of Conduct.

The Chair will request notification of any conflicts of interest at the start of all meetings.

- **VOTING/DECISION MAKING**

The Committee will normally adopt a consensus approach to decision making.

If all Committee Members cannot achieve consensus then any Member may ask for a vote to be taken.

In such cases the majority of Members voting in favour will determine the decision. Where the vote is split and insufficient members are present to achieve the required level of votes, the deciding vote will be with the Chair of the Committee.

As specified in the CNPA Standing Orders/Act, only Members of the Authority are entitled to vote.

- **APPROVAL OF TERMS OF REFERENCE AND DATE OF NEXT REVIEW**

The People Committee Terms of Reference were approved by:

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 Neelam Sarkaria
 On behalf of CNPA Board and CNPA People Committee

on

20th January 2021

The Terms of Reference will be reviewed and re-submitted to the Civil Nuclear Police Authority for Approval 12 months/1 year of this date.

