



CAFCASS PEOPLE COMMITTEE TERMS OF REFERENCE

1. Introduction

- 1.1. The People Committee (the Committee) is a sub-committee of the Cafcass Board. It has delegated authority from the Cafcass Board to oversee the policy and strategy frameworks for the recruitment, retention, reward and development of people.
- 1.2. This overview includes review of the steps being taken by the organisation to minimise and mitigate the inherent risks associated with delivery of policy and strategy, improving and preserving the health and wellbeing of staff and the impact of the family justice system on workloads and performance.
- 1.3. The Committee will also consider delivery of the Equality, Diversity and Inclusion (ED&I) Strategy where matters relate to the workforce and will be guided by the ED&I Steering Group on matters that require the Committee's attention.
- 1.4. The Committee is required to report regularly to the Board and to bring to the Board for full discussion any matters that require the Board's attention.

2. Membership and Meetings

- 2.1. The Chair/s and members of the Committee shall be Board members and shall be appointed by the Board. There is no upper limit on membership. A minimum of three members of the Committee will be present for the meeting to be deemed quorate.
- 2.2. The Committee shall meet two times a year. The Chair/s of the Committee may convene additional meetings if they are deemed necessary.
- 2.3. The Chief Executive, Director of Resources and the Head of HR and Organisational Development (or representatives) will normally attend meetings of the Committee. The Committee may ask other staff to attend to assist with its discussions on a particular matter.
- 2.4. The Chair will approve the agenda of all meetings and it will be circulated to members at least five days before the meeting together with any supporting papers. The draft minutes of the meetings will be recorded, circulated within ten days of each meeting and formally agreed at the next meeting.

3. Responsibilities

- 3.1. The Committee will give assurance to the Board that Cafcass is continuously improving its recruitment, retention, reward, development and health and wellbeing of people.
- 3.2. Consider the activities and developments aimed at improving the recruitment, retention, reward, development and wellbeing of people.
- 3.3. Consider the delivery of the ED&I Strategy as required by the ED&I Steering Group.
- 3.4. Consider the people and organisational development implications of any major revisions to the public and private law practice models as they are being developed.

- 3.5. Discuss people and organisational development strategy and policy issues in depth, relating to the fulfilment of Cafcass' functions, referring any major issues to the whole Board.
- 3.6. Requesting and considering new reports into any aspect of Cafcass' people and making appropriate recommendations for action.

4. Information requirements

- 4.1. The Committee will be provided with, but not limited to, the following progress reports:

Standing items

- Recruitment, retention and health and wellbeing performance report
- People and Organisational Development Strategy Dashboard and Risk Register
- People/Organisational Development Presentation (topic to be decided by the Chair and Head of HR&OD)

Annual items

- Recruitment, Retention and Reward Report
- Learning and Development Report
- Health and Wellbeing Report
- Absence Management Report
- Protected characteristics and capability

The terms of reference were reviewed and approved by the People Committee in June 2021.