



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 Strategy where matters relate to the workforce and will be guided by the Equality, Diversity and Inclusion 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 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 two 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 of the Committee may convene additional meetings if they are deemed necessary.
- 2.3. The Chief Executive, Director of Resources and the Chief People Officer 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. Minutes of the meetings will be recorded.

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 Equality, Diversity and Inclusion Strategy as required by the Equality, Diversity and Inclusion 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

- Workforce Report (detailing recruitment, retention and health and wellbeing performance)
- Equality, Diversity and Inclusion Steering Group Report
- Strategic Plan – People Pillar Highlight Report
- People and Organisational Development Strategy Dashboard
- Periodic reports on key deliverables of the Strategic Plan and related work programmes

Annual items

- Whistleblowing Policy – annual review

Agreed by the People Committee on 31 May 2024