



Scottish Public  
Pensions Agency  
Buidheann Peinnseanan  
Poblach na h-Alba

**People Committee**

**Terms of Reference**

**October 2022**

## 1. Background

The functions and responsibilities of the SPPA are set out in the publication [Scottish Public Pensions Agency Framework Document](#). The Scottish Government publication [On Board: A Guide for Members of Management Advisory Boards](#) informs the arrangements at SPPA for its own Management Advisory Board (MAB).

The Agency's Accountable Officer (AO) has established a People Committee to support the office holder in discharging responsibilities for key people related issues as listed in Responsibilities below. This is undertaken through a process of review, constructive challenge and providing relevant advice.

The Committee is a sub-committee of the MAB and has delegated authority in relation to the activities/functions set out in this Terms of Reference.

## 2. Responsibilities

The People Committee will advise the Agency's Accountable Officer and the Management Advisory Board on:

- Colleague engagement
- People development and capability
- Health and wellbeing
- Capacity and resourcing
- Recruitment and resourcing
- Equality, diversity and inclusion

## 3. Membership and Meeting Attendance

Membership of the Committee shall consist of at least two non-executive members appointed from the Management Advisory Board by the Accountable Officer. The committee will be chaired by the Head of People, Strategy and Communications.

The Chief Executive Officer will consider the skills and experience required on the Committee when deciding which non-executive MAB members should serve as Committee members.

Individuals may be co-opted to the People Committee by the Accountable Officer in such instances where there is a gap in the knowledge or skills required. In order to operate in an independent and competent manner, the committee should possess the requisite knowledge and skills to effectively engage with and challenge the organisation, however co-opted members do not hold Board member status and must never constitute a majority of the membership.

The following officials will attend meetings but are not members:

- Head of People, Strategy and Communications

- HR Manager
- People Development Manager
- People Transformation Lead
- Corporate Governance Manager

The role of other SPPA officials is to attend when invited, to provide information, and to participate in discussions, either for the whole duration of a meeting or for particular items.

Secretariat will be provided by the Agency's Corporate Governance Team.

## 4. Meetings

Meetings will take place a minimum of two times a year. There may be a determination by the Chair or Chief Executive that more frequent or longer meetings should be convened to discuss particular issues on which they want the Committee's advice.

A minimum of one Committee non-executive member and the Chair must be present for the meetings to be deemed quorate. Meetings should, however, be scheduled at a time that is suitable for both non-executive members to attend; the above quorum condition is considered to be in place for unforeseen circumstances that prevent a member from attending on the day.

In the absence of the Chair, the remaining members shall elect one of themselves to chair the meeting. If a meeting is not quorate, the meeting should be cancelled and re-scheduled for as soon as possible after the original meeting date.

The Committee may ask any other officials of the organisation, or other non-executives who are not Committee members, 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.

## 5. Reporting

The Committee will formally report back to the Accountable Officer and the MAB after each meeting.

MAB meetings are planned to take place within a short time period following the Committee. The last approved minutes of the Committee will be shared at each meeting of the MAB. The secretariat will also make any chair-approved minutes available to MAB members. An oral update shall be provided to the MAB of the preceding meeting by the Chair of the Committee.

The information shared with the MAB should summarise the business undertaken by the Committee including advice and opinion on matters within its remit.

The Committee will prepare an annual report, timed to support the Agency's governance statement and the finalisation of the Annual Report and Accounts, summarising the work of the Committee during the year.

## 6. Standing Agenda Items and Material

The agenda for the Committee will remain flexible to suit the strategic and operational demands of the Agency and Scottish Government, however the lists below provide a basis for the discussions of the Committee throughout the year. Non-executive members can request items be added to the agenda as necessary to ensure fulfilment of their role.

For each meeting the Committee will be provided with:

- Agency HRMI pack
- Workforce plan overview with ongoing recruitment
- Skills audit overview
- People Transformation overview
- Agency Performance pack

This can be summarised by the following standing agenda:

- Register of interests
- Minutes of previous meeting and review of actions
- Workforce overview
- Performance overview
- Recruitment update
- Capability and Capacity
- Equality, Diversity, and Inclusion.

Additional items for consideration throughout the year may include:

- Annual Report
- People/Pulse Survey overview

## 7. Document Control

Document Title	People Committee Terms of Reference
Revision Number	1.0
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