

People Committee report to the members - August 2020

1. Role of the People Committee

- 1.1. This has been a year of significant change for the People Committee (formerly the Nominations & Remuneration Committee). Prior to 2020 the Nominations & Remuneration Committee (the NRC) primary responsibilities were to keep under review the charity's recruitment, induction, evaluation and development policies for the board and committees. The purpose was to ensure they were fit for purpose and identify the best possible candidates to meet the succession requirements of the board and its committees, and to create a framework through which board and committee performance could be evaluated and developed.
- 1.2. The NRC also had responsibility to review the charity's executive remuneration policy and framework for setting pay levels and changes and advise the board with regard to any changes.
- 1.3. In February 2020 the board renamed and expanded the remit of the NRC to incorporate broader strategic people matters within the charity, recognising the importance of people to achieving the charity's new strategy, both volunteers and staff.

2. Membership

- 2.1. To aid in its work, the People Committee ("the Committee") has four independent members who bring an external perspective to our deliberations: Bridget Flint, Freda Lewis (formerly a trustee), Annie McCallum, Lesley de Jager. The membership since its last report is outlined in section 9, composition of board and committees.
- 2.2. In 2019 Mark Goodridge, Chair of the Board, and Mary Whyham, Vice Chair and Chair of the NRC, ended their terms as trustees of the board and as members of the Committee. The Committee is grateful for Mark and Mary's valuable contributions during their time as members.
- 2.3. Peter Collins and Clive Francis both came to the end of their first four year term in April 2020 and chose not to seek a second term. The Committee is extremely grateful for Peter and Clive's commitment to the charity over the past four years, their constructive contributions were very much valued by the Committee.
- 2.4. The Committee's trustee members are Jane Burston, Kyle Alexander and Margaret Chamberlain (Chair).

3. Meetings and overview of activity

- 3.1. In the reporting period since the last report the Committee has met five times on

28 November 2019, 12 March 2020, 28 May 2020, 15 June 2020 and 13 July 2020. The latter two meetings were extraordinary meetings of the committee specifically to deal with the matter of staff furlough.

3.2. Its activities have included:

- Review and input into the new terms of reference for the Committee'
- Considering and making recommendations on staff pay matters, such as the annual pay award for 2020 and arrangements for staff furlough
- Overseeing internal appointments of trustees to board roles and committees ([see section 5](#))
- External recruitment to the board and committees ([see section 6](#))
- Reviewing trustee election process and information ([see section 7](#))
- Executive pay, performance management and succession ([see section 8](#))
- Review of the lessons learned from the re-organisation in 2019
- Review of staff turnover.

3.3. At its meetings the Committee takes an in-depth look at particular areas, in addition to standard and necessary items and has discussions scheduled for items on volunteering, and diversity and inclusion later on in 2020.

4. Internal trustee appointments

4.1. During the reporting period the committee oversaw the process for making the following internal appointments/elections to trustee roles on the board and committees:

- Matthew Durdy as Vice Chair
- Margaret Chamberlain as Chair of the People Committee, October 2019
- Jane Burstons and Freda Lewis, as trustee members of the People Committee
- Kyle Alexander as trustee member of the People Committee
- Tim Tamblyn as Safeguarding Trustee

5. External recruitment (co-options and appointments)

Finance Trustee Designate

5.1. The co-option of Tim Tamblyn, Finance Trustee, in October 2019 for a term of a year¹ created the need to ensure an appropriate succession plan for the role of the Finance Trustee. Additionally, there was an ongoing trustee vacancy on the Audit & Risk Committee that had not been filled following the departure of Richard Raine earlier in 2019.

5.2. The committee oversaw a recruitment exercise at the beginning of 2020 to recruit

¹ Reported in the 2019 report of the Nominations & Remuneration Committee

a Finance Trustee Designate to the board. This individual would work closely with the Finance Trustee and also be a trustee member of the Audit & Risk Committee. As part of this work the Committee: advised on all aspects of the recruitment process, including role description and advertisement.

- 5.3. At the close of the recruitment process the Committee recommended that the board co-opt Katrina Green as Finance Trustee Designate; the board approved this recommendation.
- 5.4. Under the Articles of Association the board “may, in its absolute discretion, co-opt individuals to the board who have a required specialist knowledge or experience not otherwise available to the board”. The co-option of the Finance Trustee Designate was made in order to ensure the succession plan for the critical role of Finance Trustee and on the basis that Katrina Green brought valuable financial commercial experience and understanding that would complement the existing skill set of the board.

Trustee for Wales

- 5.5. Following the resignation of Freda Lewis due to family commitments, the People Committee oversaw the recruitment and appointment of Elaine Evans to the role of Wales Trustee. Under the Articles of Association the board may appoint an individual to an election role where there is a vacancy in between elections.
- 5.6. The charity sought candidates to stand for election in Wales in the first issue of The Parkinson in 2020, but did not receive any applications aside from Elaine Evans. The formal advertised deadline for candidates to put themselves forward for election was Thursday 6 August 2020. Assuming no other candidate does so, under Article 7.3 (a) (ii), Elaine will be deemed to be elected.

Independent members of the People Committee

- 5.7. With the expanded remit of the People Committee, there was a need to bring on board additional expertise to support the Committee’s new responsibilities. After an extensive recruitment process the Committee was delighted to welcome Annie McCallum and Lesley de Jager on board, who bring a depth and range of experience in strategic HR and organisational change.

6. Trustee election processes

- 6.1. The Committee had not been anticipating trustee elections in 2020, so took the opportunity to review the election processes.
- 6.2. It has been an ongoing challenge for the charity that trustee elections often do not attract significant interest from its members, across all four nations. A number of factors have been identified in relation to this
 - Awareness and understanding of the trustee role and, linked to this, visibility of the board and what they do for the charity
 - A prolonged election process that can often seem burdensome to engage with
 - The time commitment of being a trustee

- Communication about the election process and a 'dry' election information pack.
- 6.3. The election information pack has been reviewed and revised by the Committee and is now a more streamlined document and a plan has been developed in preparation for elections in 2021.
- 6.4. Work is underway to improve the board's visibility to our staff, volunteers and members, but this has been delayed with the immediate challenge of responding to the coronavirus crisis.
- 7. Executive pay, performance management and succession**
- 7.1. The committee has noted the NCVO and Charity Commission guidelines on executive pay and understands the importance of ensuring decisions regarding executive pay go through robust processes and scrutiny.
- 7.2. The charity's Executive Pay Policy has been updated in 2020, in accordance with NCVO best practice and will be submitted to the board for approval.
- 8. Composition of board and committees, and retirements during the reporting year**

Current members	Retirements since the last report
BOARD OF TRUSTEES	
Gary Shaughnessy, Chair (appointed) Matthew Durdy, Vice Chair (appointed) Margaret Chamberlain, Trustee for England (elected) Tim Tamblyn, Finance Trustee (coopted) Paul Warner, Trustee from England (elected) Elaine Evans, Trustee from Wales (elected) Kyle Alexander, Trustee from Northern Ireland (elected) David Allan, Trustee from Scotland (elected) Jane Burston, Trustee from England (elected) Peter Miller, Trustee from England (elected) David Burn, Trustee (appointed) Paresh Thakrar, Trustee (appointed) Andrew Cavey, Trustee (appointed) Katrina Green, Finance Trustee Designate (coopted)	Mary Whyham, October 2019 Mark Goodridge, October 2019 Freda Lewis, February 2020
AUDIT & RISK COMMITTEE	
Tim Tamblyn, Chair Paul Warner, Trustee Katrina Green, Finance Trustee Designate Jonathan Blackhurst, Independent member Jonathan Bennett, Independent member Alla Bashenko, Independent member	
PEOPLE COMMITTEE	

<p>Margaret Chamberlain, Chair Bridget Flint, Independent member Lesley de Jager, Independent member Annie McCallum, Independent member Freda Lewis, Independent member Jane Burston, Trustee Kyle Alexander, Trustee</p>	<p>Mary Whyham, October 2019 Peter Collins, April 2020 Clive Francis, April 2020 Mark Goodridge, October 2019</p>
INVESTMENT COMMITTEE	
<p>Rachel Beagles, Chair Milena Ivanova, Independent member Tim Tamblyn, Finance Trustee Alla Bashenko, Independent member Gilbert Rizk, Independent member Gary Shaughnessy, Chair of the Board</p>	

Margaret Chamberlain

Chair of the People Committee

August 2020