

# People Committee report to members - July 2021

## 1. Role of the People Committee

- 1.1. The People Committee was created with a wider remit than the Nominations and Remuneration Committee which it replaced. Its purpose is to provide oversight of the People Strategy in the context of the delivery of the overall strategy. The areas of focus relate to staff and volunteers as well as the composition etc. of the board and committees. These matters are highly significant in terms of the effectiveness of the charity and the wellbeing of staff and volunteers, and the bringing together of all people related issues enables a more comprehensive view of related issues.
- 1.2. We have had a busy first full year, it emerged that there was no formalised People Strategy and much work has been done this year to develop one which will shortly be with the Board for approval. The charity has dedicated staff and volunteers, and the development of an appropriate People Strategy will hopefully provide a framework to focus the management of our people and contribute to a more unified organisation.
- 1.3. The remit of the People Committee includes the following responsibilities:
  - To keep under review the structure, size and composition of the board and its committees and advise the board with regard to any changes.
  - To oversee trustee recruitment, induction, development and evaluation framework which supports the aims and success of Parkinson's UK
  - To identify and nominate for approval by the board, candidates for appointment or co-option as trustees as and when they arise and specific committee roles (e.g. the chair) as instructed.
  - To create a framework through which board and committee performance can be evaluated and developed, and review the framework annually.
  - To oversee, review and provide strategic guidance on the People Strategy in the context of the delivery of the 2020-2024 strategy.
- 1.4. The purpose of this report is to account to the members on the People Committee's fulfilment of its governance responsibilities with regard to board and committee recruitment, elections and succession planning.

## 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. The membership since its last report was:
  - Margaret Chamberlain (trustee, committee chair)
  - Bridget Flint (independent)
  - Freda Lewis (independent)
  - Annie McCallum (independent)

- Lesley de Jager (independent)
- Kyle Alexander (trustee)
- Jane Burston (trustee)

2.2. The Chair of the Board, while not a member, attends most committee meetings. Meetings are also attended by the CEO and other key members of staff.

### 3. Meetings and overview of activity

3.1. In the reporting period since the last report the committee has had four standard meetings on 9 September 2020, 19 November 2020, 4 February 2021 and 13 July 2020 and has also been required to meet additionally on 17 September 2020 and informally on 27 November 2020.

3.2. Its activities have included the oversight/review of:

- all board and committee recruitment, appointments and elections ([section 4](#) and [section 5](#))
- strategic volunteering developments and the volunteer survey
- the development of the charity's People Strategy
- the charity's staff Redundancy Policy and recommending changes to the board
- ELT's recommendations on the staff pay award and providing feedback to the board
- the charity's equality, diversity and inclusion work
- the Board and Committee Recruitment Policy, the Conflict of Interests Policy and the Trustee and Committee Member Induction Policy; as well as reviewing the governance and people sections of the Scheme of Delegation prior to board approval.

The Committee has also:

- Developed the framework for a board skills audit and improved the process for board and committee exit interviews
- Advised on and contributed to the process of recruiting a new CEO, this involved some independent and trustee members of the People Committee sitting on the panel which developed the recruitment strategy, as well as sitting on the appointment panel.

### 4. Trustee and committee recruitment and 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:

- The appointment of Katrina Green as Finance Trustee for a term of four years, October 2020

- The co-option of Tim Tamblyn as trustee for a term of a year, to October 2021
- The re-appointment of Rachel Beagles as Chair of the Investment Committee.
- The re-election of the Chair of the Board, Gary Shaughnessy for a further term of 2 years.

4.2. In co-opting Tim Tamblyn the board considered the requirements of the Articles which state that the board may “co-opt individuals to the Board who have a required specialist knowledge or experience not otherwise available to the Board”. The board considered that Tim Tamblyn had a particular skill-set, combined with significant knowledge and understanding of the organisation and its finances, which could be detrimental to the charity to lose during the pandemic.

4.3. The committee has also ensured that the process for appointing a new independent member of the Investment Committee (Merrick Styles) was in line with charity policy and process.

4.4. The committee has recommended to the board the re-appointment of Alla Bashenko and Gilbert Rizk for a term of 3 years until the end of the AGM in 2024.

## 5. Trustee elections

5.1. This year the charity took a far more extensive approach to its communication about trustee elections, in order to seek a broad and diverse pool of candidates for trustee elections. The process started earlier than in most years in order to ensure interested candidates that were part of the charity’s network had the opportunity to meet membership eligibility requirements.

5.2. In total over 100 people engaged with the election process, far more than any other year the charity has on record, and the committee is delighted with the response from members.

5.3. As part of the process, candidates had the opportunity to learn about the trustee role by:

- Observing a board meeting
- Having a 121 with the Chair of the Board
- Attending a virtual coffee session with the Chair of the Board and CEO.

5.4. Members are issued candidate packs alongside their AGM papers and are encouraged to vote in this year’s elections.

## 6. Composition of board and committees, and retirements during the reporting year

Current members	Retirements since the last report
<b>BOARD OF TRUSTEES</b>	
Gary Shaughnessy, Chair Matthew Durdy, Vice Chair Margaret Chamberlain, Trustee Tim Tamblyn	David Burn, October 2020

<p>Paul Warner, Trustee  Elaine Evans, Trustee from Wales  Kyle Alexander, Trustee from Northern Ireland  David Allan, Trustee from Scotland  Jane Burston, Trustee  Peter Miller, Trustee  Paresh Thakrar, Trustee  Andrew Cavey, Trustee  Katrina Green, Finance Trustee</p>	
<b>AUDIT AND RISK COMMITTEE</b>	
<p>Tim Tamblyn, Chair  Paul Warner, Trustee  Katrina Green, Finance Trustee  Jonathan Blackhurst, Independent member  Jonathan Bennett, Independent member  Alla Bashenko, Independent member</p>	
<b>PEOPLE COMMITTEE</b>	
<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>	
<b>INVESTMENT COMMITTEE</b>	
<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  Merrick Styles, Independent member</p>	

**Margaret Chamberlain**

*Chair of the People Committee*

July 2021