

People Committee Report to the Members 2023

1. Role of the People Committee

- 1.1. The period 1 March 2022 - 30 June 2023 covered the third full year of the People Committee (the committee) in its current form. During this period the remit of the committee has included 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.
 - Oversee the trustee recruitment, induction, development and evaluation framework which supports the aims and success of Parkinson's UK.
 - 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.
 - Annually review the roles and responsibilities of the chair, honorary officers and trustees and advise the board with regard to any changes.
 - Create a framework through which board and committee performance can be evaluated and developed. Review this framework at least annually to ensure that it remains effective and reflects best practice and advise the board with regard to any changes.
 - Oversee, review and provide strategic guidance on the People Strategy in the context of the delivery of the charity's evolving strategy, and support its sustainable success.

2. Membership

- 2.1. Membership of the committee includes at least three independent members who bring an external perspective to its deliberations. The membership since its last report is shown below:
- Annie McCallum (independent to October 2021, co-opted trustee from November 2021, committee chair from November 2021)
 - Kyle Alexander (trustee)
 - Sally Bromley (trustee, from December 2021)
 - Jane Burston (trustee)
 - Lesley de Jager (independent)
 - Bridget Flint (independent, to October 2022)
 - Jo Keller (independent, from February 2022)
 - Deborah Richards (independent, from October 2022)
- 2.2. The Chair of the Board, while not a member, attends most committee meetings.
- 2.3. Meetings are also attended by the Chief Executive 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 five standard

meetings, held on 27 April, 13 July and 16 November 2022, 25 January and 19 April 2023. Interim meetings were also held on 7 and 9 September 2023. Activity has also been carried out between meetings within committee sub-groups.

3.2. Committee activities have included the oversight and review of:

- 3.2.1. the committee's terms of reference, looking at its remit for reviewing and recommending strategic policies for organisational development to the board;
- 3.2.2. revising the charity's Code of Conduct for trustees and committee members to take account of the mechanisms for dealing with disputes;
- 3.2.3. policy reviews including the appeals policy and procedure; disciplinary policy and procedure; equality, diversity and inclusion policy; ethical framework review; grievance policy and procedure; investigation policy and procedure; redundancy policy; volunteering policy; and volunteering problem solving policy;
- 3.2.4. reviewing the charity's election processes;
- 3.2.5. monitoring board and committee recruitment, induction and development and evaluation processes, ensuring that the board has the full range of skills and expertise it needs to operate effectively;
- 3.2.6. reviewing progress and planned outcomes against the People Strategy and overseeing people-related planning and performance management activities. The offer for volunteers was given particular attention during the year;
- 3.2.7. reviewing the charity's equality, diversity and inclusion strategy as well as the annual analysis of gender and ethnicity pay gap reporting; and
- 3.2.8. reviewing staff and executive pay principles and pay award recommendations.

4. **Trustee elections**

- 4.1. During 2022-23 the People Committee monitored progress against plans for the next scheduled trustee elections due to take place in 2023 for England, Northern Ireland and Scotland. It agreed changes to the election process in 2023 following an in-depth review of lessons learned from the 2021 trustee elections. Areas for change were to:
 - 4.1.1. state the benefits of standing as a candidate and operating as a trustee to the individual as well as the community, and the support on offer to prospective candidates;
 - 4.1.2. set out what the charity wants to achieve from encouraging a diverse board to help keep the board relevant to its members, to reach wider communities and to strengthen its impact. The diversity encouraged meant enabling the possibility of election to the board of people from all walks of life and all groups within the community. That included people with protected characteristics under the Equality Act 2010;

- 4.1.3. use peoples' time with consideration for the benefit of the candidates as well as more effective commitment of board and charity time and resources;
- 4.1.4. gather supporting expressions of interests at a later stage than in 2021 to allow potential candidates more time to explore the opportunity before deciding whether to stand for election; and
- 4.1.5. enhance the availability of digital channels to assist the process, signposting support for those who might require it in the use of such media; and develop the guidance for canvassing for election by candidates and their supporters.

5. Trustee and committee recruitment and appointments

- 5.1. During the reporting period the committee oversaw the process for making the following appointments/elections to trustee roles on the board and committees as set out in the table below.

	Re-appointments, retirement and appointment
Board of Trustees	<p>Paresh Thakrar, Matthew Durdy and Andrew Cavey ended their first four-year terms as appointed trustees in October 2022 and were re-appointed for a second four-year term ending at the AGM in 2026.</p> <p>Annie McCallum ended her first one-year term as a co-opted trustee and was re co-opted for a second one-year term to continue serving as trustee and Chair of the People Committee. s.5.2 below refers.</p> <p>David Allan, who was elected as Trustee for Scotland in 2019, sadly died in October 2022 and is much missed. The committee Chair oversaw the process to identify and appoint an interim Trustee for Scotland pending the election to be held in October 2023. This resulted in the appointment of Brian Carson in January 2023.</p>
Audit and Risk Committee	Jonathan Blackhurst ended his first four-year term as an independent member and was re-appointed for a second four-year term ending at the AGM in 2026.
Investment Committee	The independent Chair of this Committee, Rachel Beagles stepped down in February 2023 for personal reasons before the end of her full second term. Another independent member, Gilbert Rizk, has taken over as chair of the Investment Committee.
People Committee	Bridget Flint's term as independent committee member ended in October 2022. Jo Keller and Deborah Richards were appointed as independent committee members from February and October 2022 respectively, for four-year terms ending in 2026.
Strategic Finance and Assets Committee	Arrangements for establishing this committee were monitored.

- 5.2. In re-co-opting Annie McCallum 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 Annie McCallum had a particular skill-set with regards to strategic people matters, combined with her good knowledge and understanding of the organisation, gained from her tenure as Chair of the committee and previously as an independent member of the committee.

- 5.3. The committee led 2022 monitoring of board and committee recruitment, induction and development and evaluation processes, and approved revisions to the charity's Code of Conduct for Trustees and Committee members.
- 5.4. Full details of the composition of the board and its committees during the year are set out at the Annex.

Annie McCallum

Chair of the People Committee

26 July 2023

Annex Composition of board and committees, and retirements during the reporting year

Board of Trustees¹

Name	Type of trustee	Nation	Status	Honorary Officer / Chair of Committee / Other roles	Committee membership			
					Executive Committee	Audit and Risk Committee	Investment Committee	People Committee
Gary Shaughnessy	Appointed	N/A	Current	Chair Director PRV Ltd to May 2023	Yes		Yes	
Matthew Durdy	Appointed	N/A	Current	Vice Chair Director PRV Ltd since May 2023	Yes			
Kyle Alexander	Elected	Northern Ireland	Current					Yes
David Allan	Elected	Scotland	Died October 2022					
Samantha Aylieff	Elected	England	Current			Yes		
Sally Bromley	Elected	England	Current					Yes
Jane Burston	Elected	England	Current					Yes
Andrew Cavey	Appointed	N/A	Current					
Elaine Evans	Elected	Wales	Current	Safeguarding Trustee		Yes		
Katrina Green	Appointed	N/A	Current	Finance Trustee, Chair of Audit and Risk Committee	Yes	Yes	Yes	
Annie McCallum	Co-opted	N/A	Current	Chair of People Committee				Yes
Peter Miller	Elected	England	Current	Director Vivifi Biotech Ltd to January 2023			Yes	
Paresh Thakrar	Appointed	N/A	Current	Director PUK Sales Ltd				

¹ Brian Carson was elected to the board as interim Scotland Trustee in January 2023

Independent members of board committees 2022

Name	Date	Board Committee		
		Audit and Risk Committee	Investment Committee	People Committee
Alla Bashenko		Yes	Yes	
Rachel Beagles, Investment Committee Chair	To February 2023		Yes	
Jonathan Bennett		Yes		
Jonathan Blackhurst		Yes		
Lesley de Jager				Yes
Bridget Flint	To October 2022			Yes
Jo Keller	From February 2022			Yes
Deborah Richards	From October 2022			Yes
Gilbert Rizk Investment Committee Chair	From February 2023		Yes	
Merrick Styles			Yes	