



GOVERNANCE
HUMAN RESOURCES COMMITTEE DELEGATED AUTHORITY & STANDING ORDERS
JANUARY 2018
JANUARY 2023

POLICY: REMIT AND STANDING ORDERS OF THE HUMAN RESOURCES COMMITTEE

1. **Introduction**

The purpose of a Human Resources Committee is to ensure that the Board places particular emphasis upon its responsibilities for human resources. It is responsible for overseeing and reporting to the Board on:

- (a) Recruitment;
- (b) grievance issues;
- (c) disciplinary matters;
- (d) staff training and personal development;
- (e) All Policies relating to the Health, Safety and Well Being of Staff.

2. **Remit of the Human Resources Committee**

The Remit of the HR Committee as delegated by the Board is as follows:

- a) It has sufficient authority and resources, including the right of access to obtain all information, including consulting directly with external agencies such as EVH and Solicitor's, the HR Committee considers necessary to form an opinion and make recommendations to the Board:
 - I. on any issues relating to recruitment and staff restructuring
 - II. on any issues arising from grievances raised by staff
 - III. on any issues arising from disciplinary action
 - IV. on any issues arising from the ongoing monitoring of staff training and development.
 - V. On any Policy revisions necessary to maintain the health, safety and well being of staff.
- b) The HR Committee is given maximum discretion to determine its proceedings within the terms of reference set for it by the Board. It is not an executive committee responsible for the formulation of proposals for effective control, or their implementation, but is responsible for advising the Board on whether there is an appropriate regime in place within the organisation.
- c) The Committee acknowledges its overall responsibility for ensuring the Association has effective systems for staff management and development but delegates to the HR Committee the monitoring of these systems.

- d) A copy of the full minutes, will be circulated to Management Committee for their attention. The agendas and summary papers are available to the Management Committee on request.
- e) It has the right to report directly to the Chairperson of the Association.
- f) It should endeavour to have at least one member with a background in human resources or training or Health & Safety.
- g) It is able to co-opt additional members with particular expertise or interest.

However, co-opted members should not make up any more than one third of the membership of the HR Committee and should not be appointed as the Chairperson, as the Chairperson of the HR Committee has to be able to attend, as of right, all meeting of the Board.

- h) The HR Committee report ad hocly and as required to the Board. This should include the report on the adequacy and effectiveness of the association's:
 - I. The impact of staff training and development;
 - II. The impact of the staff appraisal process;
 - III. A review of the office requirements.
 - IV. A review of Health & Safety.

3. **STANDING ORDERS**

- a) The HR Committee will elect its own Chairperson, who will be an elected member, at the first meeting of the Committee following the Annual General Meeting. The Chairperson may be removed from office only in accordance with the Rules. The Chairperson of the HR Committee should not be the same person as the Chairperson of the Association.
- b) The HR Committee will normally meet on a quarterly in each year. Notification of meetings shall be given no less than seven days in advance of the meeting. Any special meetings must be called in accordance with Rule 21. Minutes of the previous meeting will normally be circulated in advance for approval.

The number, timing and content of the meetings should match the need to discharge satisfactorily the HR Committee's responsibilities in respect of giving timely consideration to the planning and reporting cycles of annual reports.

- c) The Chairperson in conjunction with the Director will call meetings of the HR Committee. The Chairperson will set the Agenda in conjunction with the Director and will chair HR Committee meetings. In the absence of the Chairperson, a Committee member elected from those present will chair meetings.
- d) Any Committee member wishing to place an item on the agenda shall notify the Chairperson in writing of the item that they wish to include seven days before the date of the appropriate meeting, otherwise proposed items will be dealt with at the discretion of the Chairperson. The Chairperson of the Committee shall be empowered to decide the agenda and will rule whether additional items not included on the agenda can be considered as competent business.
- e) The internal auditors are given the right by the Board to access the Chairperson of the HR Committee and also the right to request that a meeting of the HR Committee be convened if necessary.
- f) Any HR Committee Member who absents him/herself from four consecutive meetings of the HR Committee without special leave of absence shall cease to be a member of the HR Committee. Any Committee Member wishing to resign will do so in writing to the Secretary.

If a Committee Member should miss a meeting due to the circumstances such as Association business or long term ill health this should be treated as a special case at the discretion of the HR Committee, the non-attendance being waived. The HR Committee must formally approve any Special leave of absence and minute it accordingly.
- g) The HR Committee will aim to have 5 members but shall have a minimum of 4.
- h) Three Committee members shall form a quorum. In the event of the quorum not being present by thirty minutes after the scheduled start of the meeting, the meeting will be reconvened within one month hence at the same time and place.
- i) In the event of a meeting becoming inquorate after the start, the meeting shall be adjourned.
- j) The HR Committee is not an executive committee responsible for the formulation of proposals for effective control, or their implementation, but is responsible for advising the Board on whether there is an appropriate regime of control in place within the organisation.
- k) Staff will attend the HR Committee meetings or submit written reports as required by the Committee, Chairperson, Secretary or Director. Written

reports will be considered by the HR Committee only when circulated in advance, except in exceptional circumstances.

The Chairperson has the right to require those in attendance to leave the room when matters are being discussed which involve them and which require uninhibited discussion.

- l) The HR Committee is able to co-opt additional members with particular expertise or interest.

Co-opted members should be in the minority and should not be appointed as the Chairperson, as the Chairperson of the HR Committee has to be able to attend, as of right, all meetings of the Board.

- m) Subject to space being available observers will normally be welcome at meetings. The Chairperson shall be empowered to decide which observers may attend.

Any person wishing to attend the meeting shall give notice in writing to the Chairperson fourteen days in advance of the meeting if possible or may be permitted to attend without due notice at the discretion of the Chairperson.

With the agreement of the Chairperson, observers may speak on items of business at meetings.

- n) Meetings will close not more than the two hours from the schedules start unless a motion to suspend standing orders in this respect is approved by a 2/3 majority of those present. This Standing Order may only be suspended twice within a meeting for a period of fifteen minutes on each occasion.