

Shropshire Rural Housing Association



**SHROPSHIRE
RURAL HOUSING**
ASSOCIATION

TERMS OF REFERENCE

HUMAN RESOURCES COMMITTEE



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HUMAN RESOURCES COMMITTEE

1. GENERAL

- 1.1 The principal purpose of the Human Resources Committee is to oversee the Association's human resources activity on behalf of the Board.
- 1.2 The principal functions of the Committee are listed in Section 5 of these Terms of Reference, which cover the following areas of the Association's activity: staff terms and conditions, salary and staff benefit reviews, reviewing the staff establishment, Chief Executive's Appraisal and receiving performance appraisals of other staff, recruitment of new staff and training for staff and members.
- 1.3 The Committee shall have the responsibility for policy formation falling within its principal functions.
- 1.4 The Committee is responsible for conducting its business within the rules of the Association and in accordance with any written instructions imposed by the Board.

2. MEMBERSHIP

- 2.1 Membership of the Human Resources Committee shall consist of the Chair who shall be appointed by the Board, the Chair of the Association, (who shall not be Chair of the HR Committee), the Chair of each of the other functional committees and any such other persons as may from time to time be determined by the Board. These members shall be bound by the provisions contained in the rules of the Association.
- 2.2 Membership of the Committee shall comprise not less than six members.
- 2.3 Each member shall be a member of Shropshire Rural Housing Association Ltd.
- 2.4 Membership of the Committee shall be confirmed by Board at its first meeting following the Annual General Meeting.

- 2.5 All new appointments to the Committee shall be recommended through the Committee and shall be approved by Board.
- 2.6 Members shall be bound by the provisions contained in the rules of the Association and the NHF Code of Governance 2015, or any future Code of Governance adopted by the Association, including any provisions relating to the length of term of committee and Board members.
- 2.7 All committee members are expected to annually sign a declaration of interest and comply with the Code of Conduct.
- 2.8 All committee members are expected to annually sign a declaration confirming they do not place the Association in breach of the Rules.
- 2.9 All committee members are expected to participate positively and constructively on an annual appraisal.
- 2.10 Any member of the Committee absent for two consecutive meetings without special leave of absence will automatically lose his/her place on the Committee.
- 2.11 All new appointments to the Committee shall be approved by the Board. In the event of a vacancy arising prior to an Annual General Meeting, the Chair of the Board shall appoint a committee member to chair the Committee as an interim arrangement until the first Board meeting after the Annual General Meeting.
- 2.12 Each member shall have one vote on a motion. In the case of a tied vote the Chair may cast the deciding vote. All issues shall be decided by a straight majority.
- 2.13 The Board retains the power to terminate the appointment of any member of the Committee after consultations with other members of the Committee.

3. CHAIR AND VICE-CHAIR

- 3.1 The Chair of the Human Resources Committee shall be appointed each year by the Board at its first meeting following the Annual General Meeting. This cannot be held by the Chair of the Association. The Chair will be responsible for leading the Committee and ensuring its effectiveness.
- 3.2 The Vice-Chair, if required, will be appointed by the Committee from within its membership. The Vice-Chair will be responsible for leading the Committee and ensuring its effectiveness in the Chair's absence.
- 3.3 These positions will be appointed for a term of three years and each position can only be held by the same person for two terms (6 years). The three year terms do not need to be consecutive. After two terms, they must retire and new appointments must be made. The retiring Chair or Vice-Chair may continue to sit on the Committee as an ordinary voting member.

3.4 The Chair will also be a member of the Board

3.5 In the event of a vacancy arising prior to an Annual General Meeting, the Board shall appoint a Committee member to the Chair as in interim arrangement until the first Board meeting after the Annual General Meeting.

4. MEETINGS

4.1 Three members of the Human Resources Committee who are present and voting shall constitute a quorum for the meetings.

4.2 In addition to Committee members, the Chief Executive will also be in attendance, and the Finance Director as required.

4.3 The agenda for each meeting will be agreed between the Chair of the Committee and the Chief Executive or Finance Director in advance and papers for the meeting sent to all Committee members and relevant staff one week before the meeting

4.4 The Committee shall meet at least once a year and at other times as may be necessary.

4.5 Minutes shall be formally approved by the Committee at the following meeting.

4.6 Urgent decisions between meetings can be made by electronic communication to all Committee members by majority vote.

4.7 Committee members are required to declare any potential conflicts of interest at the start of each meeting, and will be expected to withdraw from the discussion and decisions on any relevant matters.

5. PRINCIPAL FUNCTIONS

5.1 To set or review the terms and conditions of employment for all staff employed by the Association.

5.2 At least annually and at other times as may be necessary to review pay awards for staff including cost of living awards and awards for increased responsibility.

5.3 To set or review other material benefits for all staff employed by the Association, including pensions, insurances, vehicles and allowances for the use of private vehicles.

5.4 To set, and from time to time, review travel and subsistence allowances payable to both staff and members of the Association.

5.5 To receive performance appraisals on all members of staff below the level of Chief Executive.

- 5.6 To carry out an annual performance appraisal of the Chief Executive.
- 5.7 To guide the Board on the training of members and to review the training arrangements for staff in association with the Executive Officers.
- 5.8 From time to time as necessary, review and make recommendations to the Board for the staffing establishment of the Association.
- 5.9 At the direction of the Board, conduct the recruitment process for the new Executive officers.
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***Note:** Conduct of the Disciplinary Procedure (including dismissal) is a matter reserved for the Board alone by the provisions of the Association's standard terms and conditions of employment.

6. DELEGATED POWERS TO OFFICERS

- 6.1 The exercise by officers of the following delegated powers is to be reported in retrospect to the Committee:
 - 6.1.1 The delegated management of staffing resources and the appraisal of staff.