

TERMS OF REFERENCE OF PEOPLE SUB-COMMITTEE

Purpose

The People Sub Committee is responsible to the Strategic Board for:

- Ensuring Eastside Community Trust operates appropriate HR and recruitment policies.
- Assessing the performance, wellbeing and effectiveness of the staff team in delivering the objectives of the organisation.
- Making recommendations to the Strategic Board in line with the Scheme of Delegation.



Membership

In accordance with the Constitution, the People Sub-Committee will be comprised of at least three and no more than seven members all of whom shall be Directors.

The Committee may also appoint non-Directors acting in an advisory capacity.

The Chief Executive will be in attendance at all meetings, but is not a voting member of the Sub-Committee.

Appointments and Terms

Members of the People Sub-Committee will be appointed by the Strategic Board in accordance for a term not exceeding three years. Maximum period of service is six years.

If a Sub-Committee member ceases to be a board member, they will also cease being a Sub-Committee member.

Chair

The Sub-Committee will elect a Chair to serve a period of one year. In the absence of the appointed Chair, the committee members will elect a Chair for the duration of the meeting.

Secretary

A member of staff will act as the Secretary.

Quorum

The quorum of the People Sub-Committee meetings shall be 50% of the

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members eligible to attend and able to vote.

Frequency of Meetings

The Committee will be expected to meet two times per year or as required by the Chair.

Notice of Meetings

Unless otherwise agreed, notice of each committee meeting confirming the venue, time and date together with an agenda of items to be discussed and supporting papers, will be forwarded or notified to each member of the Committee and any other person required to attend, no later than five working days before the date of the meeting.

Conduct of Meetings

An approval or resolution of the People Sub-Committee may be passed by a simple majority of those present and entitled to vote at the meeting.

People Sub-Committee may make arrangements to pass resolutions between meetings either in writing or by electronic communications.

Any decision made by the People Sub-Committee outside a meeting must be notified to the People Sub-Committee at its next meeting and recorded in the minutes.

Any member of the People Sub-Committee who has a material interest relating to any decision to be made by the People Sub-Committee must declare their interest before the item relating to that decision is discussed and will not be entitled to vote on that decision.

The Chair will have the final ruling on whether or not the member is entitled to vote.

Minutes of Meetings

The Committee Secretary will take minutes of the meeting and circulate a draft to the chair within 7 days of the meeting. Final minutes will also be provided to the Chair of Management Board for information.

Duties and Responsibilities

To review and approve staffing structure, job descriptions and person specifications.

To review and make recommendations to the board on HR and recruitment policies including the Staff Handbook.

To seek legal HR and employment law advice from Avensure when required.

To make recommendations to Finance Sub-Committee on salary rises with final approval by the Strategic Board.

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To participate in interview and selection processes.

To oversee any grievance or disciplinary processes – issues of gross misconduct or issues relating to conduct of the Senior Management Team will be reported to full board.

To ensure appropriate line management support and performance management is in place for the CEO.

To approve the redundancy policy.

To review annual appraisal and performance review process

To oversee training, development and team wellbeing initiatives.

Reporting Responsibilities

The Chair of the People Sub-Committee will submit a summary of the activities of the Committee to Strategic Board at its next meeting.

The Chair of the Committee shall attend the Annual General Meeting and shall answer questions on the Committee's responsibilities and activities.

Powers of decision making are set out in Eastside Community Trust Scheme of Delegation.

Terms of Reference

The Terms of Reference of the People Sub-Committee will be reviewed every two years and recommended changes submitted to the Strategic Board for review.