



## LINDSEY LODGE HOSPICE

### Human Resources Committee

#### Terms of reference

#### **The Committee**

The Human Resources Committee shall have terms of reference and powers and be subject to those conditions that the Council of Management shall decide and shall act in accordance with any legislation and regulation or direction issued by the Council of Management. The Human Resources Committee reports to the Council of Management.

#### **1. Role & Responsibilities**

The role of the committee is to provide assurance to the Council of Management that Lindsey Lodge Hospice is appropriately governed and well managed across the full range of workforce activities and to provide internal and external assurance relating to human resources management by:

- ensuring that human resources policies are legal, reasonable and updated regularly.
- ensuring compliance with employment law
- reviewing staff grades, salaries and job descriptions
- agreeing increments and cost of living updates
- ensuring that reviews and appraisals take place
- dealing with terms and conditions of employment.
- advising and contributing to the management of staff disciplinary and grievance matters.
- advising and contributing to matters regarding sickness.
- reporting after each meeting to the Council of Management
- reviewing the establishment and maintenance of effective systems of human resources management
- ensuring suitability of staffing including learning, development and oversight of professional standards;
- ensuring the establishment and maintenance of quality governance, risk management and internal control, relating to staff experience
- agreeing ex-gratia payments to staff as and when deemed appropriate

#### **2. Membership of the Committee**

The committee shall comprise three Trustees, one of whom shall be the HR representative, also the Chief Executive and Human Resources Officer. Other directors and other officers may be invited to attend by the Chair, particularly when the committee is discussing an issue that is the responsibility of that director or staff member.

### **3. Quorum**

The quorum shall be three members of the committee, one member to be a trustee.

### **4. Chair of the Committee**

The Chair of the committee shall be a Trustee selected by the Council of Management. In their absence their place shall normally be taken by another member of the group, with the exception of the Chief Executive.

### **5. Meetings**

The Human Resources Committee shall meet at least four times per year. The Chair may at any time convene additional meetings of the committee to consider business that requires urgent attention.

### **6. Notice of meetings**

Meetings of the Human Resources Committee shall be called at the request of the Chair. Notice of each meeting, including an agenda and supporting papers shall be forwarded to each member of the committee not less than five working days before the date of the meeting.

### **7. Reporting to the Council of Management**

The minutes of each meeting of the Human Resources committee shall be reported to the next meeting of the Council of Management. The Chair shall draw to the attention of the Council of Management any issues that require disclosure or executive action, together with reports of particular interest or importance completing a highlight report.. The Chair will report at the AGM.

### **8. Terms of Reference**

The committee must review and update these terms of reference every two years.

### **9. Authority**

The committee is authorised by the Council of Management to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee, and all employees are directed to co-operate with any request made by the committee.

Date issued:

25/04/13

Reviewed- March 2017

Next Review Date- December 2018