

Human Resources Committee Terms of Reference

Purpose

The Human Resources Committee is constituted under the provisions of para 22 (1) of the Articles of Association of East North East Homes Leeds.

Its purpose is to consider Human Resources related issues including: development of Policies, the approval of salary structures, and the approval of changes to the establishment.

It will monitor the Organisational Health of the Organisation and policies and performance in respect of Learning and Development, Equality and Diversity and Health and Safety.

Constitution and Membership

The Human Resources Committee shall comprise at least five Board Members, with representation from each category of Board Member. The membership shall be determined and ratified by the Board.

The Human Resources Committee shall meet quarterly.

The quorum shall be three members of the Committee, representing at least two of the Board Member categories.

At the request of the Chair of the Committee, other Board members, Executive Team members, staff or external advisers may be in attendance at meetings.

An Officer of ENEHL will support the Committee, arranging for the location of meetings, circulating papers and taking minutes. Papers shall be made available five working days prior to the meeting date.

The ENEHL Publication Scheme applies and meetings of the Committee shall be open to members of the public in so far as items that are not exempt are concerned. Members of the public shall be entitled to attend as observers but shall not be entitled to speak at meetings. The Committee may receive questions from members of the public, subject to approval by the Chair.

Responsibilities and Duties of the Committee

The following principal responsibilities are delegated to the Human Resources Committee:-

1. To receive reports on and consider matters related to employees of East North East Homes Leeds and to make appropriate recommendations to the Board;
2. To approve minor (less than £100k p.a. annual salary cost) changes to staffing structures within East North East Homes Leeds, and to consider major staffing changes and make recommendations to the main Board for approval;
3. To agree pay scales appropriate to the responsibilities of the post;
4. To consider and report to East North East Homes Leeds Board on allegations of misconduct made against staff in relation to the Code of Conduct;
5. To approve changes and amendments to Human Resources policies and procedures in so far as they affect the application, but not the purpose, of those policies and procedures;
6. To approve changes and amendments to policies and procedures concerning Learning & Development, Equality & Diversity and Health & Safety;
7. To consider strategic issues in relation to the employment of staff by East North East Homes Leeds;
8. To consider the impact of changes in employment law and conditions of service on the employment practices of East North East Homes Leeds;
9. To monitor performance against Human Resources, Learning & Development, Equality & Diversity and Health & Safety performance targets;
10. To consider and shortlist Independent Board Director applications and advise on the selection process to be followed, making recommendations to Board;
11. To monitor the exercise of delegated powers by the Chief Executive and Management Team in so far as Human Resources issues are concerned;
12. The Committee has authority to approve work of an urgent nature with joint agreement of the Board Chair, Deputy Chair and Chief Executive