**TERMS OF REFERENCE FOR GTCNI HUMAN RESOURCES COMMITTEE**

**MEMBERSHIP**

The members of HRC are:

* Martin Cromie, Ciara Duffy, Geraldine Duffy, John Kelly, Catriona Mullan, Cliodhna Scott-Wills, John Unsworth

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| * Chair of Council (ex-officio)
* Vice Chair of Council (ex-officio)
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The Committee will be provided with a Secretariat function by the Executive Team.

The appointment to the offices of Chair and Vice Chair for Committees will be decided by members of said Committee by a majority vote. The term of office of Chair and Vice Chair of Council Committees shall be as determined by the Committee and be for a minimum period of two years.

**REPORTING**

The HR Committee will formally report to the Council and the Accounting Officer after each meeting (which may take the form of a report along with the minutes of the meeting). Minutes of such meetings will be circulated to Council Members beforehand (Corporate Governance Framework Standing Orders paragraph 5.1).

**RESPONSIBILITIES**

The Committee has a key governance and advisory responsibility holding the Executive Team to account and for the areas within its remit and to provide the necessary assurances on this to the Council.

The Human Resource Committee has the following oversight role:

1. The development and implementation of ‘best practice’ HR policies and approaches to support the business needs of the Council.
2. The development of organisational capability and capacity to support business needs.
3. Employee relation matters for example employee morale and motivation, grievances and complaints to the Industrial Tribunal.
4. Health and Safety at work.
5. Organisational Development.
6. Remuneration

The committee will also support the Chairperson in employment matters pertaining to the Chief Executive/Registrar.

The Committee has oversight on matters relevant to its remit provided these are not matters reserved by the Council under paragraph 31 of Standing Orders. Any Committee decision-making in relation to expenditure is subject to the approval of the Accounting Officer.

Where a concern is raised at Committee about decision making and possible absence of Council approval, the Committee Chair and the Council Chair or Vice Chair should discuss and agree whether a referral is necessary.

**RIGHTS**

The HRC may procure specialist ad-hoc advice at the expense of the organisation, subject to budgets agreed by the Council in compliance with business case approval and procurement guidance.

In all matters, the HRC must comply with the guidance set out in the Council’s Corporate Governance Framework agreed by Council 13 June 2016

**MEETINGS**

The HRC will meet at least three times a year. The Chair of the Committee may convene additional meetings, as they deem necessary.

A minimum of a third of the total membership of the HRC will be present for the meeting to be deemed quorate.

The HRC meetings will normally be attended by the Registrar/Interim Chief Officer and others by invitation of the Chair.

The HRC may ask any other officials of the organisation to attend to assist it with its discussions on any particular matter.

The Council, or the Registrar/ interim Chief Officer may ask HRC to convene further meetings to discuss particular issues on which they want the Committee’s advice.

**EFFECTIVENESS REVIEW**

The Committee shall annually formally review its operational effectiveness and Terms of Reference.

**INFORMATION REQUIREMENTS**

For each meeting the HRC will be provided with: an agenda, minutes of the previous meeting and paper as appropriate. As and when appropriate, the Committee will also be provided with expert and legal advice.