

Subcommittee Terms of Reference

Title	Human Resources Sub-Committee
Purpose of the committee	<p>The Human Resources Sub-Committee (HRSC) is a Sub-Committee of AIUK Section and AIUK Charitable Trust.</p> <p>The overall purpose of the HRSC is to actively initiate, help develop, monitor and evaluate strategic HR actions and policies that will enhance and embed AIUK's reputation as an employer, and enable us to recruit, develop, engage and retain the best staff, volunteers, Board members and Trustees. It does not replace formal channels and procedures for dealing with individual HR issues, or have responsibility for operational HR matters at AIUK.</p>
Responsibility	<p>Specifically, the HRSC:</p> <ol style="list-style-type: none"> 1. Advises on, and monitors, AIUK's HR strategy, policy development, change management and pay, performance and reward systems, reporting to the respective Board and Trust as appropriate; 2. Collectively maintains an oversight on relevant external HR issues and relevant Amnesty movement-wide projects and developments including legislative changes, progressive people management and general governance practices, employment and management trends, and any relevant standards or benchmarking; 3. Provides advice to ensure HR processes and practices are relevant, up to date, and conform to any relevant standards or practice; 4. Serves as a vehicle for consultation on, and communication to the Boards of, strategic HR issues between SMT, the HR team and the Boards; 5. Is a resource for HR processes and projects if required (eg. to provide professional advice, sample documents or contribute input) as delegated by the respective Board Chairs. <p>The respective Board Chairs have a responsibility for ensuring that members of the HRSC are kept up to date and consulted on plans and projects for which their Board has responsibility, and the Director of Corporate Services is responsible for briefing the HRSC on AIUK Section and Trust's annual operational plan and strategic directions.</p> <p>RESOURCES</p> <p>The Committee does not hold a budget but requests for funds to support their work will be made as part of the annual planning process to the Director of Corporate Services.</p> <p>CONFIDENTIALITY</p> <p>Whilst the Committee is not a forum for the resolution or discussion of individual cases, there may be occasions when issues of a confidential or personal nature may be discussed. Unless this is clearly with the consent of the individual concerned, any discussion will ensure that no individual is able to be identified, and that as a general principle confidentiality is respected and maintained at all times.</p>
Composition and co-option	<p>The Committee comprises:</p> <ul style="list-style-type: none"> • Chair (AIUK Section HR Board member)

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	<ul style="list-style-type: none"> • Up to six external members with relevant experience (i.e. non-AIUK Board or staff members) and appointed by the Boards; at least 4 with CIPD qualifications, current practicing HR professionals and /or members of AIUK. • At least one other member of each Board with relevant skills or experience <p>Staff in attendance:</p> <ul style="list-style-type: none"> • Secretary (appointed by the Director of Corporate Services) • Director of Corporate Services and/or Director, AIUK • AIUK Head of HR (or other HR team member as delegated by them in their absence)
Tenure	<p>The term of office shall be three years</p> <p>There shall be a limit of two successive terms of office.</p>
Meetings	<p>Either the Chair or Secretary will circulate an agenda before each meeting, normally five days in advance of the meeting. Any member of the Committee may propose agenda items. The Secretary, or other person nominated by the Chair, will take a note of each meeting recording the action agreed. Notes of each meeting will normally be circulated within 2 weeks of the meeting and, once agreed, made available to staff and volunteers.</p> <p>Meetings will normally be held three times a year. Additional meetings, including HR related workshops, tele conference calls may be organised by mutual agreement or at the direct request of the Committee Chair.</p>
Quorum	<p>The meeting will be quorate with at least four members, at least one of whom must be a AIUK Section or Trust Board member.</p>
Minutes / Committee Reports	<p>The committee has specific responsibility for receiving, advising on, and communicating to the Boards key points relating to certain documents and publications, including:</p> <ol style="list-style-type: none"> a. Annual HR management report b. Annual H&S report c. Staff and volunteer survey results and reports d. Development plans for the organisations e. Business Planning and people changes including establishment changes f. Other HR related reports or publications as agreed <p>In addition to any regular reporting, the HRSC will submit a summary annual report on its work to both Boards.</p> <p>The HRSC will evaluate its own performance at least annually so as to provide assurance to the Boards that it continues to operate at maximum effectiveness.</p> <p>The Chair will conduct a formal evaluation of the effectiveness of the HRSC on an annual basis with the support of the HRSC's secretary. This will include a review of the membership and any proposed changes will be recommended to the Boards.</p>
Secretary	<p>The Secretary for the HRSC shall be the Departmental PA for Corporate Services, or their substitute, and the Secretary shall be present at all Meetings, unless the HRSC agrees otherwise.</p>

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	Approved minutes will be issued, normally within 10 working days of the meeting and will list the topics discussed, actions agreed, and all individuals responsible for undertaking these actions.
Review	These Terms of Reference will be reviewed annually. Any changes that are considered necessary will be recommended to the Boards for approval.

Last updated: 09 April 2018