

Human Resources and Remuneration Committee

MAIN PURPOSE

To ensure that Foróige is a good employer of staff and volunteers and complies with all legal requirements and best practice in relation to Human Resources.

MEMBERSHIP OF THE COMMITTEE

The Human Resources and Remuneration Committee will have a minimum of three members appointed by the Board. The Chairperson of the Human Resources and Remuneration Committee shall be a Director. Other members of the Human Resources and Remuneration Committee shall be drawn from Board Members and the membership of the company.

FREQUENCY OF MEETINGS

The Human Resources & Remuneration Committee will meet at least 4 times a year

STAFF IN ATTENDANCE

The Human Resources Manager will normally be in attendance at Human Resources and Remuneration Committee meetings. Other staff may be asked to attend for specific items on the agenda e.g. Volunteer Development Manager. The Chief Executive has the right to attend all Human Resources and Remuneration Committee meetings.

The Human Resources and Remuneration Committee may also choose to ask any staff member to leave the meeting for particular items on the agenda.

SPECIFIC RESPONSIBILITIES

Human Resources Plan and Volunteer Development Plan

1. Ensure there is an annual Human Resources Plan and a Volunteer Development Plan to help achieve Foróige's strategy, which is effectively implemented and reviewed annually

Policies and Procedures

2. Ensure there are appropriate employment/personnel policies and procedures for both staff and volunteers which are effectively implemented and regularly reviewed.
3. Discuss employment/personnel policies for Board approval.
4. Approve employment/personnel procedures for both staff and volunteers (except where the procedure directly involves the Board when the procedure would need to be approved by the Board).
5. Ensure staff terms and conditions fulfil legal requirements and are regularly reviewed for Board approval.
6. Ensure appropriate policies for the induction, training, support, supervision, retention and recognition of volunteers are developed, for Board approval, and they are effectively implemented and regularly reviewed.
7. Approve relevant procedures in relation to volunteers, except where such procedures would have significant implications for Foróige or the Board when the procedures must be approved by the Board.

Recruitment and Selection

8. Consider the creation of new and changed posts, (not in annual budget and operational plan) for Board approval.
9. Decide non-staff panel members for selection to senior posts (not chief officer)
10. Ensure there are appropriate job description and specifications for all staff

Disciplinary and Grievance

11. Appoint panel members to Disciplinary and Grievance panels in accordance with agreed policy and procedure
12. Advise the Board on ways of ensure effective liaison with the staff and volunteers

Salaries and Remuneration

13. Review staff salary scales, as appropriate, for Board approval.
14. Annually review staff and volunteer expenses and allowances, for Board approval.

Staff and Volunteer Satisfaction

15. Ensure there are regular surveys of the satisfaction of staff and volunteers and appropriate action taken in light of the surveys.

Volunteers

- Ensure there is an appropriate process in place for identifying the need for volunteers (including how many, where and what skills are required) and approve the target volunteer complement.

Minutes

- Ensure appropriate minutes of all Human Resources and Remuneration Committee meetings are kept and circulated with Board papers for information (there may be confidential items, which will be separately minuted and held by the Chairperson of the sub-committee).

Reporting

16. Prepare a report for the Board to be presented at the next Board meeting following the Human Resources and Remuneration Committee meeting
17. Highlight to the Chairperson of the Board any items discussed by the Human Resources and Remuneration Committee which need to be addressed by the Board.