

ABERTAY HOUSING ASSOCIATION LIMITED

The HR Sub-Committee Constitution and Terms of Reference

1. The HR Sub-Committee

- 1.1 The HR Sub-Committee is an advisory standing sub-committee of the Committee of Management with limited executive powers.
- 1.2 The Chairperson of the HR Sub-Committee may report directly to the Chairperson of the Committee of Management.

2. Purpose of the Sub-Committee and Areas of Responsibility

The purpose of the HR Sub-Committee is to deal with staffing and HR matters on behalf of the Management Committee as a whole.

As such, it has responsibility for taking an overview and reporting to the Management Committee on issues such as:-

- (a) Staff structure reviews
- (b) Salary reviews, including the annual pay award
- (c) Staff disciplinary and grievance issues which cannot be resolved at a staff level (for example- issues involving senior staff; or issues which have reached a stage in the appeals process which requires Committee involvement)
- (d) Whistleblowing allegations against the Chief Executive

On certain of these matters the HR Sub-Committee has delegated authority to make decisions in its own right. On others, it may only make recommendations to the Committee of Management to whom the authority to make such decisions is reserved.

Members of the HR Sub-Committee are required to recognise that many of the matters dealt with will be of a sensitive and often confidential nature.

3. Membership

- 3.1 The HR Sub-Committee shall comprise at least 2 members but not more than 4 of the Committee of Management.
- 3.2 Appointments to the HR Sub-Committee shall be made annually at the first meeting of the Committee of Management following the Annual General Meeting.

- 3.3 The Committee of Management may appoint other members to the HR Sub-Committee from time to time as temporary members.
- 3.4 The members of the HR Sub-Committee shall appoint one of their number to the position of Chairperson..
- 3.5 The HR Sub-Committee may invite others to attend meetings as they see fit.

4. Meetings

- 4.1 The HR Sub-Committee shall meet as frequently as its members and the Chair of the Association deem necessary throughout the year.
- 4.2 The quorum for the HR Sub-Committee is two Members. If no quorum is present within fifteen minutes of the time fixed for the meeting or if during a meeting a quorum ceases to be present, then the meeting shall stand adjourned and re-convened for a future date and time to be agreed.
- 4.3 The Chief Executive and the Corporate Services Officer shall normally attend all meetings of the HR Sub-Committee in an advisory capacity, unless the nature of the business to be discussed would make it inappropriate for either of these individuals to attend (for example, because of a potential conflict of interest).
- 4.4 Meetings shall be serviced by the Corporate Services Officer, who will normally be responsible for taking minutes.

5. Agendas and Minutes

- 5.1 The agenda for each meeting shall be agreed by the Chairperson of the HR Sub-Committee and shall be circulated to all members of the HR Sub-Committee together with all supporting papers, at least seven days prior to the date of the meeting.
- 5.2 Minutes of the proceedings of the HR Sub-Committee shall be approved by the Chairperson. The minutes will then normally be submitted to the Committee of Management as a matter of record.
- 5.3 In certain circumstances, it may be necessary for minutes of HR Sub-Committee meetings to be held as confidential. This may be the case if, for example, the Sub-Committee has met to consider a matter related to a grievance or whistleblowing allegation raised by, or disciplinary action against, a staff member.

6. Voting

- 6.1 Each member of the HR Sub Committee, including temporary members, shall have one vote on any resolution.
- 6.2 In the event that votes on any resolution are tied, the Chairperson may exercise a casting vote.

7. Access to Advice and Authority to Incur Expenditure

- 7.1 While the members of the Sub-Committee are expected to carry out the work of the Sub-Committee to the use their best abilities, they are not expected to be experts in all matters in which the Sub-Committee must consider. These matters often require a specialist knowledge of, in particular, employment law.
- 7.2 The Sub-Committee should seek guidance from the Association's Corporate Services Officer on topics such as employment law, Abertay's Terms and Conditions of Employment, etc in the first instance.
- 7.3 If the matter requires more detailed knowledge than the Corporate Services Officer can provide, she may recommend that external advice or consultancy be sought (for example through Abertay's solicitors). She may then liaise with the consultancy on behalf of the Sub-Committee.
- 7.4 The Sub-Committee has no automatic authority to incur expenditure. Should they wish to incur expenditure (for example on a consultant's report), they should contact the Chief Executive in the first instance, who will advise whether the expenditure can be accommodated within existing budgets. If the expenditure cannot be accommodated within existing budgets, the Sub-Committee should ask the Management Committee to approve the expenditure. (If the need for the expenditure is urgent, the Chair of the Management Committee should be asked to approve a "Chair's Action".)

8. Reporting to the Committee of Management

The HR Sub-Committee will prepare reports for the governing body as and when required.

9. Frequency of Review

The HR Sub-Committee Constitution and Terms of Reference will be reviewed every 4 years or as required.