Age & Opportunity

Terms of Reference of the HR, Quality and Safety Committee

Approved by the Board on 2nd December 2024

Membership, Structure and Expertise

- The HR, Quality and Safety Committee (hereinafter referred to as 'the Committee'), will be comprised of at least three members (at least two non-executive Trustees and one external member) and will not include any employees as a member. The quorum is two.
- The Board must appoint the Committee members and Committee Chairperson. The Committee Chair shall be appointed for 2 years, which will be reviewed every two years at the time the membership of the Committee is reviewed by the Board. The Chairperson of the Board may be a member of the Committee but cannot chair the Committee. Other Board members shall also have the right of attendance.
- At least one member should have served on the Board for the past two years.
- Committee members should have HR experience, and at least one member should have a strong background in HR or employment law.
- The CEO will normally be in attendance at meetings and will act as secretary to the Committee. The HR Executive shall normally be in attendance for the relevant part of meetings.

Rights, Accountability and Reporting Arrangements

- The Committee will have unrestricted access to members of management, employees, and relevant information it considers necessary to discharge its duties and unrestricted access to records, data, and reports and any explanatory information that it deems.
- The Committee shall have access to sufficient resources in order to carry out its duties and will be facilitated in this by the Committee Chairperson and the CEO.
- The Committee reports to the Board. The approved minutes of the Committee shall be included in the Board pack for each subsequent meeting of the Board.

Frequency of Meetings

The Committee will normally meet at least four times a year and may decide to meet more frequently should the need arise. The Committee may meet in person or using audio or video conferencing as appropriate.

Role of the Committee

The Board is ultimately responsible for all matters relating to HR, as well as for ensuring that the principles of good governance, and adherence with legislation and various funder requirements and best practice are followed by the organisation. The primary responsibility of the Committee is to assist the Board in fulfilling its responsibilities for ensuring proper HR Strategy and procedures in the organisation. (*previous TOR).*

Responsibilities of the Committee

The Committee:

- Makes recommendations to the Board for its approval. The Committee may also make decisions on HR matters where the power to do so has been specifically delegated to it by the Board. The Committee may consult with the Finance, Governance and Nominations Committee when it considers it appropriate.
- Is not responsible for any executive functions and is not vested with any executive powers.
- May investigate any matter falling within its terms of reference, calling on whatever resources (including outside professional advice) and information necessary to do so.
- Will work and liaise with all other Committees as necessary.
- Will work to an annual work programme approved by the Board.

- Will review the effectiveness of its operations and report to the Board on its findings and recommendations on an annual basis.
- Will review these terms of reference annually and make recommendations to the Board on updating or amending them as appropriate.

Committee members:

- Commit to the mission of Age & Opportunity and support for the organisation's values.
- Ensure the observance of legislation and various codes and funder requirements.
- Represent the interests of Age & Opportunity as opposed to their own organisations or sectors.
- Treat all Committee meeting materials and all conversations at the meetings as highly confidential.
- Commit to and sign a Code of Conduct for Board and Committee members.

Functions

Human Resources

HR Strategy

- Advise the Board in relation to the development of a HR Strategy for Age & Opportunity that encompasses policies, procedures and practices relating to the management and development of staff and volunteers.

HRIS System

- Oversee and advise on the rollout and implementation of the organisation's HRIS System (HR Duo).

Remuneration

- Consider proposals made by the CEO in relation to staff remuneration.
- Approve remuneration of newly created positions.
- Review non-pay related terms and conditions.

Appeals Mechanism

- Where necessary to act as an appeals resource in relation to decisions taken by the CEO, with respect to grievance and disciplinary procedures as required as follows:
    - Disciplinary procedure – The CEO carries authority for disciplinary matters up to and including dismissal. The Committee will act as an advisory and support to the CEO in these matters. There is a right to appeal for all disciplinary decision. This appeal is to be heard by the Chair of the Committee or their designated nominee.
    - Grievance procedure – the Chair of the Committee will be involved in hearing grievances that have not been resolved by the CEO.

Escalation of Matters

- Report on and escalate any matter it deems relevant to be brought to the attention of the Board.

Quality

- Oversee the embedding of the new organisation wide performance management system.
- In conjunction with the Chair of the Board, review the performance of the CEO relative to the organisation's strategic objectives and the specific annual goals and objectives of the CEO.
- Oversee all HR matters relating to Quality.

Safety

- Oversee and report on the responsibilities of the Board of Age & Opportunity in relation to ensuring the establishment and maintenance of an effective system for managing Health, Safety and Welfare at Work as per the organisation's Safety Statement.