

**HUMAN RESOURCES COMMITTEE**

**TERMS OF REFERENCE**

1. **PURPOSE**

1.1 The Standards Commission for Scotland (Standards Commission) has a Human Resources Committee (the Committee) to advise the Commission on its responsibilities for matters relating to staff, including staffing and human resource arrangements.

1. **AUTHORITY**

2.1 The Committee was established by a resolution of the Standards Commission (all Members). It was agreed that the Committee could make recommendations and provide advice to the Standards Commission on human resources related matters.

2.2 The Standards Commission has not delegated any decision-making powers to the Committee.

2.3 Under the Standards Commission’s Scheme of Delegation, the Committee is authorised to obtain independent professional specialist advice if it considers it appropriate and necessary to do so.

2.4 In authoring any such expenditure, the Committee must act in accordance with the Standards Commission’s Finance and Procurement Policy and Procedures.

1. **MEMBERSHIP**

3.1 Two Members of the Standards Commission (other than the Convener), including the Chair of the Committee, shall be appointed initially for a period of two years and are eligible for reappointment by the Standards Commission. Notwithstanding any other provision in these Terms of Reference, a member of the Committee shall no longer be a member of the Committee if they cease to be a Member of the Standards Commission.

3.2 The Standards Commission will appoint one Member as Committee Chair.

3.3 The Standards Commission can co-opt other Members to serve on the Committee if required.

1. **QUORUM**

4.1 Two members shall constitute a quorum

1. **MEETINGS**

5.1 The Committee will meet at least once a year. It can also meet on an *ad hoc* basis if the Chair of the Committee or the Standards Commission decide it is appropriate for it to do so, in light of any operational requirements.

5.2 Notice of each meeting, confirming the venue, date and time, and an agenda of the items to be discussed shall be sent to each member of the Committee and any other attendees at least five working days before the meeting.

1. **ATTENDANCE AT MEETINGS**

6.1 In addition to the appointed Commission Members, the Executive Director will normally attend meetings. Other members of staff may also be invited to provide administrative support.

6.2 Other individuals with relevant expertise e.g., external and internal advisors, may be invited to attend the meetings.

6.3 Other Members of the Commission can attend as observers, but only with the prior agreement of the Committee Chair.

6.4 The Committee may ask any other Members or staff to attend for part of a meeting to assist it with its discussions on a particular matter.

6.5 The Chair can require any staff or attendees (other than members of the Committee) to leave the meeting when matters of a confidential nature are being discussed.

6.6 The Standards Commission or Executive Director may ask the Committee to convene a meeting if they consider the Committee’s advice or support is required or if they consider an issue has arisen that should be brought to the attention of the Committee.

1. **REPORTING**

7.1 Approved Minutes from the meetings of the Committee will be circulated to all Commission Members.

7.2 The Chair of the Committee will provide a formal report on matters considered at each meeting to the Standards Commission when it next meets.

7.3 The Committee will provide an Annual Report to the Standards Commission, outlining the activities it has undertaken during the year.

1. **MATTERS RESERVED AND DELEGATED**

8.1 Whilst not exhaustive, the following list gives an indication of the broad aspects of human resource strategy and management issues that the Committee may consider and report on to the Standards Commission. It should be noted that the majority of the Standards Commission’s Terms and Conditions of Employment mirror those applied to employees of the Scottish Parliamentary Corporate Body.

The list provides examples of the range of issues which may be addressed:-

1. **Employment Conditions**

* Advising the Standards Commission on its responsibilities as an employer of staff and accessing external support (including legal advice) as necessary;
* Overseeing the development of appropriate terms and conditions of employment;
* Reviewing terms and conditions of employment, including remuneration and other benefits;
* Promoting a healthy organisation, including the provision of occupational health and reviewing issues concerning staff welfare;
* Overseeing all staff and Member wellbeing and health and safety issues, requirements and any related policies and procedures.
* Overseeing attendance.

1. **Workforce Development and Performance Management**

* Reviewing workforce planning and implications for staff on strategic and operational plans and any organisational change;
* Considering staff training and development plans and requirements;
* Advising the Standards Commission on performance and absence management issues including reviewing relevant policies and procedures;
* Input into Executive Director’s annual performance review and rating;
* Reviewing all other staff annual performance appraisal ratings.

1. **Equality and Diversity**

* Monitoring policies, procedures and practices;
* Ensure that the Standards Commission as an employer acts in accordance with any relevant equalities and diversity legislation and good practice;
* Monitoring equality impact assessments to ensure that diversity and inclusivity forms part of the Standards Commission’s decision-making processes;
* Assisting the Audit & Risk Committee with commentary / narrative in the Annual Accounts on equality and diversity issues, including on equal opportunities and fair pay disclosure.

1. **Governance issues, including Human Resources Systems and Processes**

* Reviewing HR policies and procedures;
* Identifying the impact of employment legislation on the workforce;
* Ensuring compliance with employment law.

1. **Recruitment**

* Overseeing job evaluation exercises;
* Assisting with recruitment and induction.

1. **REVIEW**

The Committee shall, at least once a year, review its own performance and terms of reference to ensure it is operating effectively and recommend any changes it considers necessary to the Standards Commission.



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| Data control and version information | | | | |
| Date | Action by | Version Updated | Current version | Brief Description |
| 29/05/2018 | LJ | V1.0 | V2.0 | Amendments made to reflect current practice. |
| 24/06/2019 | SCS | V2.0 | V2.1 | Amendments made to reflect Committee’s role in respect of equality and diversity and recruitment. |
| 27/04/2020 | SCS | V2.1 | V3.0 | Amendments made to ensure Terms of Reference are understandable, meet requirements and comply with the Standards Commission’s Finance and Procurement Policy. |
| 30/06/2020 | SCS | V3.0 | V4.0 | Inclusion of responsibility for monitoring equalities impact assessment work. |
| 26/04/2021 | SCS | v4.0 | 2021 v1.0 | Minor formatting changes following annual review. Addition of references to Committee’s oversight of wellbeing, health & safety and staff annual performance ratings. |
| 30/05/22 | SCS | V4.0 | V4.0 | No changes following annual review. |