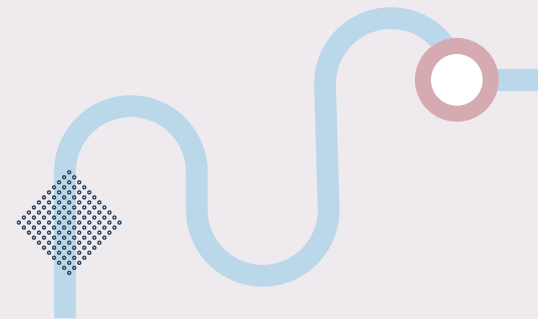


Terms of Reference for HR Subcommittee



Centre Name	
Centre Address	

Policy Name	Terms of Reference for HR Subcommittee
Policy Number	
Date Created	
Effective Date Adopted by the Board	
Version Number	
Date of Last Version	
Administrator Responsible	
Administrator Contact Information	

POLICY HISTORY

Version Number	Approved by	Revision Date	Author

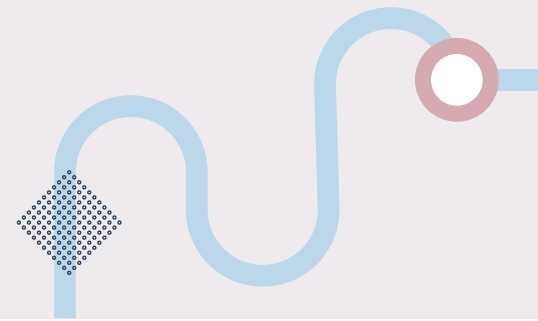
DOCUMENT CONTROL

Document Ref		Title	Terms of Reference for HR Subcommittee
Version & Date		Author	
Directorate:		Approved by Management	
Reviewed		Change History	

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Terms of Reference for HR Subcommittee



Enter Centre Name Here

HUMAN RESOURCES SUBCOMMITTEE

Purpose, Role and Remit

- To ensure that (_____) is a good employer of staff and that it complies with all legal requirements and best practice in relation to Human Resources (HR).
- To ensure effective implementation of any HR or volunteer plan that is approved the board.
- To oversee the HR policy handbook, and volunteer policy and implement / review same.
- To oversee recruitment and selection.
- To participate in disciplinary and grievance procedures as appropriate.
- To ensure that (_____) adheres to best practice in volunteer recruitment and management.

Membership, attendance and appointments: as per the guidelines outlined in the Handbook.

Frequency of meetings: every two months ahead of a Board Meeting or as often as required to discharge its duties.

Authority: as a Subcommittee of the Board, the HR Subcommittee has a non-executive role. This Subcommittee will operate in accordance with the Terms of Reference agreed by the Board. The Subcommittee may invite any Director, Employee, or other person to attend any of its meetings and is authorised to seek any information it requires to enable it to discharge its responsibilities.

Record of meetings: the Chairperson of the HR Subcommittee ensures there is an agreed written record of the meeting and that it is provided to the Board, including any comment or recommendation that the Subcommittee may have for the Board.

Performance review: the Board shall, at least annually, review the performance and Terms of Reference of the HR Subcommittee and determine any changes required.

