



## **Human Resources and Remuneration Committee**

### **TERMS OF REFERENCE -**

#### **1 Purpose**

The purpose of the Human Resources and Remuneration Committee (HRRC) is to provide assurance to the Board that Community Justice Scotland (CJS) meets its obligations as an employer in relation to a range of people related matters including pay, pensions, HR policies, staff wellbeing, health and safety and equalities and diversity. It will undertake scrutiny and regular review of HR policies and other HR matters; remuneration matters including pay increases and pensions arrangements in line with Scottish Government pay remits; and ensure compliance with relevant legislation and Scottish Government requirements. The Committee will provide advice, recommendations and reports on these matters to the Board of CJS and will also provide advice and counsel to the Chief Executive. It will provide an annual report on its work to the Board along with annual reports on Equality and Diversity and on Health and Safety.

#### **2 Responsibilities**

On behalf of the Board, the Committee will review, monitor implementation and effectiveness and recommend actions in respect of relevant matters including:

- Annual pay remit for Chief Executive, Chair and Board Members and submission on these to the Scottish Government
- Oversight of the staff annual pay remits in terms of affordability
- People strategy and plan
- Employment policies
- Proper consultation with staff on key issues affecting them
- Adequate grievance and disciplinary procedures
- Effective whistleblowing policy and procedures consistent with the Public Interest Disclosure Act 1998
- A code of conduct for staff based on the Model Code for staff of Executive NDPBs
- Performance measurement policy and procedures

- Staff development strategies and policies
- Equality and diversity strategies and policies
- Health, safety and wellbeing strategies and policies
- Implementation of recommendations and decisions of the Board
- Annual review of its own performance and report to the Board

### **3 Membership and Quorum**

The Committee will comprise of three or more CJS Board members (and can include additional co-opted members). The Board Chair may choose to attend the Committee in an Ex Officio capacity.

Members of staff will attend scheduled meetings as appropriate to advise and support the work of the Committee.

Other individuals may attend meetings by invitation, including Trade Union representation for specific items of business.

The quorum for meetings shall be two Board members being present at meetings.

### **4 Meetings**

There will normally be three meetings during each financial year. The Board or Chief Executive of CJS may ask the Committee to convene further special meetings to discuss particular issues on which they require the Committee's advice.

Minutes for each meeting of the Committee will be produced, agreed and submitted to the following CJS Board meeting. At that Board meeting Members of the Committee may highlight specific matters they wish to draw to the Board's attention or on which they seek the Board's decision or direction.

The Committee will keep under regular review the proposed schedule of business of the Committee. Members will periodically review the Committee's Terms of Reference to ensure and affirm they are fit for purpose and will evaluate the Committee's performance and effectiveness.

The Committee may choose to conduct business by circulation of papers where the Chair considers this to be appropriate, particularly where there is some degree of urgency. Alternatively, additional meetings may be required, these may be conducted remotely or in person.

**Adopted by the Board: 26 July 2017**

**Date of last review: 20 May 2020**

**Date of next review: May 2023**