



## **Remit of the Bield People Committee**

### **1. Purpose**

The People Committee has been established by the Board to take responsibility for providing strategic guidance on all policy relating to the employment of people within Bield, overseeing the 'People' theme of the strategic plan and ensuring that decisions taken relating to staffing matters are in line with statutory requirements and follow the principles of good HR practice.

This document sets out how the People Committee will operate and provides details of its responsibilities and delegated authority from the Board. Additional information on how all Committees report their work to Board and are monitored and reviewed are included in the Standing Orders for the Board and Committees

### **2. Frequency and Membership**

The Committee shall comprise of a Chair who will be appointed by the Board at the first Board meeting following Bield's AGM. The role of the Chair is described in the Chair's Role Description. The Chair may not be either Bield Chair or Chair of another Board committee.

The Committee will have not have more than four members excluding any co-opted members. The Bield Chair shall not be a member of the Committee.

Appointments to the Committee shall be made annually by the Board.

Any appointments made shall ensure that at least one member of the Committee has a Human Resources/People background. The Committee may co-opt two additional members who have specific knowledge and experience relevant to the business of Bield and/or the work of the Committee.

Only members of the Committee have the right to attend Committee meetings. However, the Committee may, at its discretion, invite any other persons to attend all or part of its meetings as appropriate.

The Committee will be advised and supported by the Chief Executive, Director of People & OD and other members of the Executive and/or Operational teams as appropriate. The Director of People & OD will ensure that the Committee and its activities are effectively serviced and will liaise with the Chair over the preparation of the agenda, minutes and papers. The Chief Executive is responsible for ensuring that Bield's business activities are conducted to the agreed standards, managed within the approved budget and that all legal and regulatory requirements are met.

In the absence of the Committee Chair, the remaining members present shall elect one of their number to chair the meeting.

The quorum necessary for the transaction of business shall be any three members not including any co-opted members.

**3. Secretary**

The Bield Chief Operating Officer shall act as the Secretary of the Committee.

**4. Notice of Meetings**

Meetings of the Committee shall be summoned by the Secretary of the Committee at the request of the Chair or the Committee members.

Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the Committee, all other Members and any other person required to attend, no fewer than 5 working days prior to the date of the meeting. Supporting papers shall be sent to Committee members and to other attendees as appropriate, at the same time.

**5. Frequency of Meetings**

The Committee shall meet at least two times in each financial year and at such other times as required.

**6. Minutes of Meetings**

The Secretary shall ensure the proceedings and resolutions of all meetings of the Committee, including recording the names of those present and in attendance is minuted.

The Secretary shall ascertain, at the beginning of each meeting, the existence of any conflicts of interest and Minute them accordingly.

Minutes of Committee meetings shall be distributed promptly to all members of the Committee and, once agreed, to all members of the Board at the next following Board meeting.

**7. Annual General Meeting**

The Committee Chair shall attend the Annual General Meeting to respond to any questions on the Committee's activities.

## 8. Responsibilities

Area	Responsibilities	Power to Approve?
<b>People Strategy</b>	Consider the People Strategy to ensure deliverability of Bield's key strategic aims, including a workforce plan, organisational culture and terms & conditions. Recommend to Board for approval.	No – recommend to Board
<b>Recruitment &amp; Structure</b>	<p>Review proposals for major changes to the staff structure and complement where the change has a substantial budgetary or management implication. Recommend changes to Board for approval.</p> <p>Agree the selection panel for recruitment of staff at Executive Management level and nominate one or more members to participate. Review proposals for changes in the senior structure and approve within the Annual Budget.</p>	<p>No – recommend to Board</p> <p>Yes</p>
<b>Terms &amp; Conditions</b>	<p>Review any changes to the Standard Contract of Employment, including Salary Scales, and recommend to Board for approval.</p> <p>Review any changes to the Standard Contract of Employment, including Salary Scales, and recommend to Board for approval.</p> <p>Consider pension arrangements and approve recommendations made by Chief Executive and Pension Trustees for ongoing maintenance of systems. Recommend proposals to Board for approval.</p> <p>Review and approve salary changes or temporary appointments at Executive Management level.</p>	<p>No – recommend to Board</p> <p>Yes</p>
<b>Learning &amp; Development</b>	Review and approve the Learning & Development Policy. Scrutinise performance information on training through quarterly reports	Yes

Area	Responsibilities	Power to Approve?
<b>Risk and Performance</b>	Review risk and performance for the business areas of the committee highlighting any exceptions to Board.	Yes
<b>Governance</b>	Sign off documents to support compliance as appropriate for each Committee's delegation.	Yes
<b>Committee Annual Report</b>	Ensure an annual report of each Committee is prepared and recommended for Board approval, including any recommended changes to the Terms of Reference.	No – recommend to Board

## 9. Review

The effectiveness of the remit will be monitored by the Committee, to ensure that the objectives are being met. The remit will be reviewed every 5 years by the Board or more frequently should circumstances require.

## 10. Authority

The Committee has no executive powers other than the specific authorities set out in this Remit and such other authority as is from time to time delegated to it by the Board. Otherwise, it will recommend any executive action it considers necessary to the Board. The Committee does not relieve the Members of their responsibilities in respect of Board responsibilities.

References to “Members” shall mean Members of the Board of Bield

References to “the Committee” shall mean the People Committee

References to “Chair” shall mean the chair of the People Committee

References to “Bield Chair” shall mean the chair of Bield Board