

AMNESTY INTERNATIONAL UK
HUMAN RESOURCES SUB-COMMITTEE
TERMS OF REFERENCE



1. PURPOSE OF THE GROUP

The overall purpose of the Human Resources Sub-Committee (HRSC) is to actively initiate, help develop, monitor and evaluate strategic HR actions and policies that will enhance and embed AIUK's reputation as an employer, and enable us to recruit, develop, engage and retain the best staff, volunteers and Board members. It does not replace formal channels and procedures for dealing with individual HR issues, or have responsibility for, or input into, operational HR matters at AIUK. Specifically it:

- Advises on, and monitors, AIUK's HR strategy, policy development, change management and pay, performance and reward systems, reporting to the Board as appropriate
- Collectively maintains an oversight on relevant external HR issues and relevant Amnesty movement-wide projects and developments including legislative changes, good people management and general governance practices, employment and management trends, and any relevant standards or benchmarking.
- Is responsible for ensuring that Board HR processes and practices are relevant, up to date, and conform to any relevant standards or practice.
- Serves as a vehicle for consultation on, and communication to the Board of, strategic HR issues between SMT, the HR team and the Board
- Is a resource for HR processes and projects if required (eg. to act as a Board member for appeals) as delegated by the Board Chair.

It has specific responsibility for receiving, advising on, and communicating to the Board certain documents and publications, including:

- Annual HR management report
- Annual H&S report
- Staff and volunteer survey results and reports
- Other HR related reports or publications as agreed

The Board Chair has responsibility for ensuring that members of the HRSC are kept up to date and consulted on plans and projects for which the Board has responsibility, and the Director of Corporate Services is responsible for briefing the HRSC on AIUK's annual operational plan and strategic directions.

2. OBJECTIVES

The Committee shall agree annual objectives with the AIUK Board Chair and the HRSC Chair shall report progress on these at each AIUK Board meeting.

3. RESOURCES

The Committee does not hold a budget but requests for funds to support their work will be made as part of the annual planning process to the Director of Corporate Services.

4. COMPOSITION

The Committee comprises:

- Chair (AIUK HR Board member)

- Secretary (appointed by the Director of Corporate Services)
- Director of Corporate Services and/or Director, AIUK
- AIUK Head of HR (or other HR team member as delegated by them in their absence)
- Up to three external members with relevant HR experience (i.e. non-AIUK Board or staff members) and appointed by the Board
- Up to two other Board representatives with experience in HR or with HR-related skills or experience

5. MEETINGS

Either the Chair or Secretary will circulate an agenda before each meeting, normally five days in advance of the meeting. Any member of the Committee may propose agenda items. The Secretary, or other person nominated by the Chair, will take a note of each meeting recording the action agreed. Notes of each meeting will normally be circulated within 2 weeks of the meeting and made available to staff and volunteers.

Meetings will normally be held at least three times a year. Additional meetings may be held by mutual agreement or at the direct request of the Committee Chair. The meeting will be quorate with at least four members, at least one of whom must be a AIUK Board member.

6. CONFIDENTIALITY

Whilst the Committee is not a forum for the resolution or discussion of individual cases, there may be occasions when issues of a confidential or personal nature may be discussed. Unless this is clearly with the consent of the individual concerned, any discussion will ensure that no individual is able to be identified, and that as a general principle confidentiality is respected and maintained at all times.

April 2013