

Paper 02

Human resources advisory group

Terms of reference

United Church 2018
Church 2018
Reformed Church 2018
Church 2018

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Terms of reference

Basic information

Contact name and email address	Mr Geoff Shaw, HRAG Convenor geoffshaw2810@sky.com
Action required	Decision.
Draft resolution(s)	<p>a) Mission Council adopts the amended terms of reference for the human resources advisory group with immediate effect.</p> <p>b) Mission Council extends the service of Mr Geoff Shaw (Convenor), Mr Alastair Forsyth and Mrs Bridget Fosten so that the end of service dates for the current members of the human resources advisory group become:</p> <ul style="list-style-type: none"> • Mike Gould, end of General Assembly 2020 • Alastair Forsyth, end of General Assembly 2021 • Bridget Fosten, end of General Assembly 2022 • Geoff Shaw, end of General Assembly 2023.

Summary of content

Subject and aim(s)	Updating the terms of reference for current needs and circumstances. Confirming terms of service for current members and clarifying periods of service for new members.
Main points	Membership and terms of service.
Previous relevant documents	Terms of reference agreed Mission Council November 2015 (paper O2 refers).
Consultation has taken place with...	Clerk of the Assembly Nominations committee.

Summary of impact

Financial	No direct impact.
External (e.g. ecumenical)	None.

Terms of reference

1. In November 2015 Mission Council agreed updated terms of reference for the human resources advisory group (HRAG).
 2. The 2015 terms of reference specified membership, frequency of meetings and quorum levels for this group which, in the light of experience, should be updated to meet current needs and circumstances. Such changes would not impact on the level of support being offered by the group. There is also a need to clarify service periods for current members since in some cases no terms of office were specified.
 3. HRAG wishes to come in line with other committees which set an expectation for the period of service by setting an initial period of four years extendable by up to an additional two years.
 4. HRAG proposes the following end of extension of service for the following appointed members:
 - Alastair Forsyth, end of General Assembly 2021 †
 - Bridget Fosten, end of General Assembly 2022 †
 - Geoff Shaw, end of General Assembly 2023 †
- † denotes those who have been invited to extend their period of service
5. The proposed amended terms of reference are included as an appendix to this paper.

Appendix – human resources advisory group (HRAG) terms of reference

Human resources advisory group (HRAG)

Constitution, proceedings and terms of reference (TOR)

1. Constitution and quorum

- 1.1 The purpose of the human resources advisory group (HRAG) is to provide a unified reference point on HR matters for Mission Council/General Assembly/URC Trust and Church House staff.
- 1.2 The HRAG will be accountable to Mission Council but may be called upon to report to the URC Trust with regard to legal and reputational management issues.
- 1.3 The HRAG will have delegated authority from Mission Council in relation to all operational HR matters, including the agreement of HR policies and procedures, and will provide regular reports to Mission Council.
- 1.4 HRAG will consist of:
 - a) a Convenor (appointed by General Assembly, or Mission Council on its behalf)
 - b) three members (appointed by General Assembly, or Mission Council on its behalf) with HR and/or management experience, including those with experience of accredited ministries in the Church
 - c) the Deputy General Secretary (admin and resources) (DGS) (ex officio)
 - d) the General Secretary (ex-officio).

A member of the HR Team will be in attendance to take notes.

- 1.5 The HRAG may invite other members of staff (e.g. line managers) and committee convenors to attend meetings for specific issues if HRAG feel it appropriate to do so.
- 1.6 Appointments will be for an initial term of four years which may be extended by up to two years (see also paragraph 5.1).
- 1.7 The quorum for meetings of the group shall be three members.
- 1.8 The HRAG will work closely with the remuneration committee to ensure that there is consistency in the work of the two groups. In carrying out its remit, the HRAG will also be mindful of the work and responsibilities of the Church House management group (CHMG).

2. Convenor

- 2.1 The committee will be chaired by a Convenor appointed by General Assembly, or Mission Council on its behalf; the committee may choose to appoint a Deputy from amongst its members.

3. Meetings

- 3.1 The HRAG will meet at least twice per annum and on such other occasions, as they deem necessary.
- 3.2 Outside of meetings, and where urgent need demands it, the HRAG will have authority to make decisions by email circulation of all relevant papers.
- 3.3 The DGS (A&R) will arrange for a member of staff to act as Clerk to the HRAG (save where their personal terms and conditions of employment are under consideration, in which event the DGS (A&R) will clerk that part of the meeting).
- 3.4 All reports shall be submitted to the HRAG sufficiently in advance of meetings to allow for their proper consideration.

4. Terms of reference

- 4.1 The role of the HRAG is to:
 - a) oversee and sign off employment policies and procedures for staff based at Church House and for those staff for whom Church House is their principal reporting base (except synod moderators)
 - b) monitor, review and approve staffing strategy – including staffing establishment, grading or re-grading of posts, expertise, career development and succession planning
 - c) review and approve the job descriptions and associated person specifications for all posts based at Church House and for posts where Church House is the principal reporting base (except synod moderators) with input from operational staff or committee convenors, as required
 - d) agree course of action with HR staff with regard to any dismissal other than a straightforward end of a fixed term contract or non-confirmation of post at the end of a probation period
 - e) in conjunction with the remuneration committee, review remuneration policy and other aspects of compensation and benefits¹
 - f) oversee the development, approval and implementation of any changes to the terms and conditions of staff, including: taxation and benefits, housing policy and the provision of cars and training
 - g) in conjunction with the pensions executive, monitor and comment on the lay staff pensions policy
 - h) have oversight of training and development activity for staff based at Church House and for those staff for whom Church House is their principal reporting base (particularly those in managerial positions) and monitor its effectiveness.
- 4.2 The HRAG will structure its work so as to ensure that it addresses all of its remit on a timely basis and can, where necessary, advise Mission Council and/or the URC Trust accordingly.
- 4.3 The HRAG shall also have the power to seek other external professional advice if they deem it necessary with reference to the General Secretary as budget holder.

¹ **Note:** The terms and conditions of Assembly-appointed staff who are ordained ministers shall come within the framework of the Plan for Partnership.

5. Review of constitution and terms of reference

- 5.1 These terms of reference will be reviewed by both the HRAG and Mission Council at least once every four years.