

HR & Staff Development Committee

Remit:

The HR & Staff Development committee shall report to the GCCF Board and shall advise, and where appropriate act, on all business to do with people related matters within the company. The group's primary function is one of advising and co-ordination. The group should lead in developing the GCCF strategy in relation to both employed (paid) staff and elected Officers and Directors. This should cover roles/job descriptions, recruitment, rewards & recognition, performance management, training & development, succession planning, employee relations, discipline, and compliance with employment law and other legal requirements. The key focus should be on organisational development.

Work with IT and other relevant working groups, and with Critchley's, (HR advisory service), to ensure people resources are appropriate to the needs of GCCF and the delivery of the company's Strategic & Business Plan. HR objectives should result in an people-oriented, high performance culture that emphasises quality, high standards, productivity and the recruitment and ongoing development of a superior team.

Criteria for selection are either specialist knowledge of HR and employment matters by professional qualification and/or business experience, or familiarity with the GCCF Office processes (particularly as gained by a GCCF Officer role) or experience gained as a volunteer liaising regularly with the Office in a supportive role.

On-going responsibilities –support to the GCCF Officers and Office Manager

- Develop and implement an annual agenda for HR in line with the business plan. Ensure HR plans support the needs of the business but are also flexible enough to cope with changes in the organisation, as and when they occur.
- Oversee and advise on the conducting of training needs analysis in response to the transition plan and design and implement a resulting training plan to an agreed timescale with input from OM. Manager costs to agreed budget.
- Ensure all staff receive appraisals in accordance with company policy and monitor probationary periods.
- Advise on recruitment and participate in recruitment process as appropriate, including drafting role descriptions, advertising posts, assessment/tests and interviews
- Ensure all Role Descriptions are revised as appropriate and kept up to date, create new RDs as and when necessary.
- Review information and reports provided by the OM, on data such as staff turnover, sickness absence, references, cost per hire, training hours per person, etc.
- Advise on, and where appropriate deal with any performance or grievance issues in a legally compliant and professional way
- Ensure that all HR policies and procedures are up to date and legally compliant.
- Review all staff salaries annually and make recommendations for pay rises to Finance Committee and the Board.

Timescale (ie. Task & Finish group or longer-term working group):

On-going working group

Delegated authority:

As support to the Officers and Board

Delegated budget (if appropriate):

Detailed oversight of Training and Development budget as agreed in business plan.

Quorum and frequency of meetings:

Five out of nine members constitutes a quorum. Meetings should be arranged as required to meet business needs, a schedule of dates to be agreed by the group.