

APPENDIX 2

TERMS OF REFERENCE OF THE ANGLIA HUMAN RESOURCES SUB-COMMITTEE

The Anglia Human Resources Committee (hereinafter referred to as 'The Committee') is a sub-committee of the Executive Committee of The Guide Association Anglia Region (hereinafter referred to as 'Anglia')

1. MEMBERSHIP:

- The Chairman, appointed by the Chief Commissioner for Anglia
- The Chief Commissioner for Anglia or her nominee from the Chief Commissioner's Team (ie the Deputy Chief Commissioner or an Assistant Chief Commissioner) (ex-officio)
- The Treasurer of Anglia (ex officio)
- One (1) County Commissioner of Anglia, appointed by the Chief Commissioner for Anglia (on the recommendation of the Anglia County Commissioner Forum) (ex officio)
- One (1) member with an Anglia Region appointment (other than a County Commissioner or member of the Chief Commissioner's team) appointed by the Chief Commissioner for Anglia (ex officio)
- Up to two (2) members of Anglia appointed by the Chief Commissioner for Anglia on recommendation of the County Commissioners with specific skills/experience required by the committee

The above constitute the voting members of the Committee. At least one voting member must be a trustee of Girlguiding Anglia.

In attendance as required (non voting):

- a member of staff of the current Region employment adviser
- The Region Chief Executive Officer

2. TERMS OF SERVICE:

The Chairman and Members of the Committee shall be appointed for three (3) years, and may be reappointed for a further two (2) years, or, if ex officio, until the expiration of their appointment if earlier.

3. SECRETARY

- a) The Secretary of the Committee shall be the Region CEO who will collate and circulate papers to the committee
- b) The Minute Secretary of the Committee shall be appointed by the Region CEO.

4. QUORUM:

A quorum shall consist of five (5) *voting* members of the Committee, at least one of whom must be a trustee.

5. FUNCTIONS:

The functions of the Committee shall be as follows:

- a) To agree matters relating to all paid staff of Anglia (Region Office, Hautbois, Retail) as referred to the Committee from time to time by the Executive Committee of

Anglia and to make recommendations to that Committee on matters which are likely to result in additional risk to the Region (financial or reputational).

- b) To review staff job descriptions and salaries as and when necessary and at least once every calendar year, and to agree a staff budget to be taken into account in the overall budgets of income and expenditure for Anglia for the ensuing year.
- c) To receive and consider a staff training plan for the forthcoming calendar year, and to agree a budget for this purpose to be taken into account in the overall budgets of income and expenditure for Anglia for the ensuing year.
- d) To have authority to agree expenditure of up to £5,000 per item, up to a total spend of 5% of the annual staffing budget in any year for any purpose that relates to paid staff of Anglia, and to report any such expenditure to the Executive Committee. In addition, to make recommendations to the Executive Committee in respect of any spend in excess of £5,000.
- e) To review staff terms and conditions of service as and when necessary, and to agree any changes.
- f) To make decisions in cases of emergency (on behalf of Anglia Executive Committee) on staff matters, if necessary delegating such decisions to three voting members of the Committee at least one of whom should be a member of the Chief Commissioner's Team, Region Treasurer or Committee Chair. Such decisions should be reported as soon as possible to the full Committee and brought to the next Committee meeting to be minuted.

6. DECISIONS BETWEEN MEETINGS

Where decisions regarding Human Resources Committee business need to be made between meetings of the Committee, a response from five voting members of the Committee (one of whom should be a trustee) is needed to be quorate. Any such decisions should be recorded and brought to the next Committee meeting to be minuted.

7. INVITATIONS

The Committee may invite a person or persons to attend a meeting or part of a meeting for a specific purpose. Persons so invited may speak with the permission of the Chairman, but shall have no vote.

8. MINUTES

Agendas, papers and Minutes of the meetings shall be made available to all members of the Committee and to the member of the Anglia Finance Committee with designated responsibility for taking an interest in HR matters. Minutes of the meetings shall be made available to members of the Anglia Executive Committee and to the Assistant Chief Commissioner(s) if appointed.

Signed  Date 25th July 2017
Chief Commissioner for Anglia

Signed _____ Date _____

Chairman of the Human Resources Committee