

Appointments and HR Committee (AHRC)

Remit of the Committee under the Bye-Laws

- Shall be responsible for generating nominations for appointment for recommendation to the Trustee Board for External Trustees, Non-Executive Directors of the Union's subsidiary companies, the Chief Executive and any other post where an appointment is required as the Trustees see fit;
- Shall annually review and recommend to the Trustee Board a performance management structure for the Chief of Executive, and the Chair shall be responsible for communicating the Trustee Board's appraisal of the Chief Executive to the Chief Executive;
- Shall be responsible for reviewing and acting upon any staffing issues as the Management Committee see fit to delegate;
- Shall receive the annual review regarding staff from the Equality, Diversity, and Inclusion Committee and its recommendations as required by Bye-Law 8: Equal Opportunities Regulations and will evaluate the review and its recommendations and make consequent recommendations to the Trustee Board;
- And shall have any other ad hoc responsibilities and powers delegated by the Trustees.
- The Chair shall be responsible for reporting on any business of the Committee to the Trustee Board.

Responsibilities under the Schedule of Delegation

- Approval of staff Terms and Conditions and review reports from the Joint Consultation and Negotiation Committee (JCNC)
- Review changes to Union employment policies
- Receive staff satisfaction survey and agree any subsequent action to be taken
- Receive reports concerning employment statistics e.g. disability, equal ops, working time directive, absence

AHRC Committee Cycle of Business 2019-20

The Committee meets quarterly.

Committee Members: External Trustee, Student or PTO Trustee, two Union Councillor representatives

Chair: FTO

Attendees: Director of HR

Secretary: Governance Coordinator

Item	Quarterly	Bi-Annually	Annually
Minutes of last meeting			
Review of action points			
Review of exit interviews			
Reports from JCNC			
Review of any changes to employment policies			
Receive HR Action Plan			1st meeting
HR Action Plan updates			
Review upcoming vacancies on Board: recruitment planning		1st/3rd meeting	
Reviewing and setting of the CEO's KPIs			1st meeting
Commissioning of CEO 360			2nd meeting
Review of results of CEO 360			4th meeting
Review Union staff survey results			4th meeting
Receive EDICt report			4th meeting
Review of CEO appraisal			4th meeting
Commission Trustee Skills Audit			2nd Meeting
Review Trustee Skills Audit			3rd Meeting

Note: Union Council reps to be elected 17 October, PTO/Student Trustee to be elected 17 September, External Trustee to be appointed 17 September

