

Personnel Working Group

Terms of Reference

October 2014

The Personnel Working Group is an *ad hoc* group convened by the Board of Trustees as and when required to assist with sensitive personnel issues or strategic human resources matters.

The Personnel Working Group may be asked make recommendations to the Board of Trustees in the following areas:

- Consideration of the post of Executive Director (including drawing up job specifications) for consideration by the Board
- Involvement in appointment and redundancy processes
- Handling formal complaints, staff grievances or disciplinary matters in line with policy
- Ensuring staff rates of pay are appropriately graded
- Reviewing of the effectiveness of the staff structure

Circulation of Minutes

- All meetings of the Personnel Working Group shall be minuted. These will be circulated to the Board of Trustees but due to their nature they must be treated as highly confidential.

Composition

- The Personnel Working Group shall comprise three Trustees elected by the Board with the Executive Director attending ex-officio. Co-options can be made as required.
- There shall be a quorum of two Trustee members for the valid discharge of business.

Arrangement of Meetings

The Personnel Working Group shall meet as and when requested by the Board of Trustees.