



Terms of Reference

CHS Alliance People and Culture Committee

1. General purpose

- a. To provide oversight of strategic human resources policies
- b. To agree the HR Plan for approval by the Board

2. Specific responsibilities

- a. To have oversight of the development and implementation of key HR policies
- b. To ensure staff wellbeing and health & safety are managed effectively
- c. To provide assurance to the Board that CHS Alliance has an effective Pay and Reward Strategy in place.
- d. To review the Executive Director's remuneration and to make recommendations to the Chair of the Board.
- e. To consider other matters as required from time to time by the Board.
- f. To have oversight on safeguarding policy and issues and guide the ED in managing internal safeguarding issues

3. Membership

The ordinary membership of the Committee comprises not less than three Board members, including the Vice Chair, Treasurer, and another Board member with experience of HR leadership.

Staff attendance: Executive Director or their delegate, Director of Support Services, and the HR & Admin Manager.

The Committee may invite external advisers to attend the Committee as they deem appropriate.

4. Frequency of meetings

The Committee shall meet not less than twice each year, on a date or dates to be determined by the Chair of the Committee and the Executive Director.

5. Reporting responsibilities

The minutes of the Committee will be provided to the next scheduled Board meeting for ratification. The Committee will bring its recommendations to the Board for approval.

6. Review

The Committee will periodically review and update its terms of reference, requesting Board approval for any proposed changes