



## **TERMS OF REFERENCE - Human Resources and Remuneration Committee**

### **1. Purpose**

The purpose of the Human Resources (HR) and Remuneration Committee is to undertake detailed scrutiny of HR policies and other HR matters; remuneration matters including pay increases and pensions arrangements; and ensure compliance with relevant legislation and Scottish Government policies. The Committee will provide advice and recommendations on these matters to the Board of Community Justice Scotland (CJS).

### **2. Responsibilities**

On behalf of the Board, the Committee will monitor and recommend actions in respect of relevant matters including:

- Annual pay remit for submission to the Scottish Government
- People strategy and plan
- Employment policies
- Staff development strategies and plans
- Equality and diversity strategies and plans
- Health, safety and wellbeing strategies and plans
- Implementation of recommendations and decisions of the Board

### **3. Membership and Quorum**

The Committee will comprise of two or more CJS Board members (including co-opted members).

Members of staff will attend scheduled meetings as appropriate to advise and support the work of the Committee.

Other individuals may attend meetings by invitation, including Trade Union representation for specific items of business.

The quorum for meetings shall be two Board members (including co-opted members) being present at meetings.

### **4. Meetings**

There will normally be two meetings during each financial year. The Board or Chief Executive of CJS may ask the Committee to convene further special meetings to discuss particular issues on which they require the Committee's advice.



Minutes for each meeting of the Committee will be produced, agreed and submitted to the following CJS Board meeting. At that Board meeting Members of the Committee may highlight specific matters they wish to draw to the Board's attention or on which they seek the Board's decision or direction.

The Committee will keep under regular review the proposed schedule of business of the Committee. Members will periodically review the Committee's Terms of Reference to ensure and affirm they are fit for purpose and will evaluate the Committee's performance and effectiveness.

Adopted by the Board: 26 July 2017  
Date of last review  
Date of next review