



STAFFING SUB-COMMITTEE TERMS OF REFERENCE

Date Approved	Proposed Review Date
Chair Person/Office Bearers Signature:	

**ARDENGLLEN HOUSING ASSOCIATION
355 TORMUSK ROAD, CASTLMILK, GLASGOW G45 0HF**

ARDENGLEN HOUSING ASSOCIATION LIMITED

STAFFING SUB COMMITTEE TERMS OF REFERENCE

1.0 Purpose

- 1.1 The Ardenglen Group, comprising Ardenglen Housing Association as the parent and Ardenglen Developments as a subsidiary, is committed to the highest standards of openness, probity and accountability.
- 1.2 Regulatory Standard 5 states that an RSL must 'conduct its affairs with honesty and integrity'. To ensure this, the Group has clear policy and procedures in place which make sure the organisation acts with transparency, honesty and propriety and avoids any public perception of improper conduct.
- 1.3 The Rules of Ardenglen Housing Association provide that the Board of the Association can delegate powers to sub committees. It is for the Board to determine from time to time the number of sub-committees which should operate, the composition of those sub-committees, their remits and the extent to which the powers of the Board are to be delegated to each sub-committee.

2.0 Composition of Staffing Sub Committee

- 2.1 There should be four members of the staffing sub-committee, three members will form a quorum. Members will normally be appointed from the Office Bearers or other Board Members who have the necessary skills and expertise. At least one member of the Staffing Sub Committee should, where possible, have some recent and relevant staffing experience.
- 2.2 The Staffing Sub-Committee will be selected annually following the AGM and elect a chairperson at its first meeting following the AGM.
- 2.3 The Staffing Sub-Committee will meet when required to deal with special issues, in the Association's Registered Office. The schedule of delegated authority clearly sets out the level of authority delegated to the Staffing Sub Committee.
- 2.4 The Chair of the Staffing Sub Committee may access legal advice from the Association's appointed legal advisors, with approval from the Chair of the Board, at the expense of the Association, on matters related to the Association. The Sub Committee may also seek other expert advisers as necessary.
- 2.5 In circumstances where a vote is required and the votes are equal, the Chair of the Staffing Sub Committee has a casting vote.

3.0 Delegated Authority

LEVEL 1 Reserved to Board	LEVEL 2 Delegated to Staffing Sub Committee	LEVEL 3 Delegated to Chief Executive
Staff Structure/Salaries/Pension		
<ol style="list-style-type: none"> 1. Final approval of any significant Staff Restructuring 2. Approve staffing structure and salary budget. 3. Approve the appointment of any new permanent posts on staffing establishment. 4. Contribute to EVH salary negotiations and vote on potential awards. 5. Approve Pension Scheme Membership and changes. 	<ol style="list-style-type: none"> 1. Consider significant staff restructuring and make recommendation to Board. 2. Procure EVH advice & approve changes to any senior staff remuneration¹. 3. Approve settlement agreements and ex-gratia payments. 4. Participate in disciplinary and grievance hearings in line with association policy. 5. Obtain relevant information regarding pension schemes and make recommendations to the Board, on scheme membership and potential changes. 	<ol style="list-style-type: none"> 1. Implement approved staff structure 2. Process salaries & implement EVH annual salary review recommendations 3. Process pension schemes 4. Process recruitment 5. Sign contracts of employment 6. Manage staff resources, including the appointment of fixed term staff, within approved budget levels 7. Approve overtime and expenses payments within EVH limits
Strategy & Policy		
<ol style="list-style-type: none"> 1. Approve Disciplinary / Grievance policy and procedures. 2. Monitor Compliance: Code of Conduct, Recruitment & Selection, Attendance & Absence Management, Gifts & Hospitality Register. 	<ol style="list-style-type: none"> 1. Approve HR Strategy and Policies 2. Endorse EVH Policy & Condition Of Service changes 3. Approve local amendments to EVH Conditions of Service. 	<ol style="list-style-type: none"> 1. Implement HR Policies and Procedures 2. Authority as delegated through HR strategies and policies and reserved powers. 3. Implement and report to Staffing Sub Committee on changes to EVH Policy & Conditions of Service.

¹ Only refers to change other than the EVH annual inflationary awards

General		
<ul style="list-style-type: none"> 1. Approve procurement of new external services, in line with limits in delegated authority. 2. Approve EVH, SHARE and other affiliations. 		<ul style="list-style-type: none"> 1. Develop and implement training and development plan. 2. Implement staff appraisal process. 3. Appoint external consultants/advice services in line with procurement policy and limitations within delegated authority schedule (up to £5k)

4.0 Administration

- 4.1 The Sub-Committee will normally be serviced by the Chief Executive Officer who will compile the agenda, present reports and make recommendations on matters of policy. Dependent on the sensitivity of the topic either the Business Support Officer or the Chief Executive Officer will record the minutes of the Sub-Committee meetings and issue them to all members of the Staffing Sub-Committee. The agenda and papers for all meetings will be issued at least five days in advance of the Sub-Committee meeting.
- 4.2 Due to the confidential and often sensitive nature of the proceedings of the Staffing Sub-Committee minutes will not be presented to the full Board of Management. Only members of the Staffing Sub-Committee will receive written minutes and copies of reports. The Chief Executive Officer will report the decisions made by the Staffing Sub-Committee to the full Board of Management.
- 4.3 Staffing Sub-Committee will address a range of matters affecting the Association as an employer, primarily relating to significant staffing changes, disciplinary and grievance and amendments to conditions of service.
- 4.4 The Association will maintain full membership with Employers in Voluntary Housing, (EVH), and endeavour to participate actively in that organisation. The Staffing Sub Committee has a responsibility to ensure compliance with all agreements between EVH and the Union including Conditions of Service, Staff Salaries and disciplinary procedures.
- 4.5 The Staffing Sub-Committee is authorised by the Board of Management to approve the appointment and termination of employment contracts, within the terms of Association's policy, relevant contractual agreements and legislation.
- 4.6 The Sub-Committee will ensure that within their scheme of delegation the policies and procedures relating to employment and staffing matters are strictly followed and comply with all relevant legislation, guidance and best practice.
- 4.7 This policy will be reviewed every three years or more frequently if deemed appropriate because of legislative changes, good practice or operational reasons.