

Policy :	Group Remit Staffing, Health & Safety Sub-Group
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Compliant with Regulatory Standards :	Standard 3 – the RSL manages its resources to ensure its financial well-being and economic effectiveness. Also 3.6 states – the Board sets the employee remuneration levels sufficient to ensure the appropriate quality of staff to run the organisation successfully but avoiding paying more than necessary.
Compliant with Tenant Participation Strategy :	n/a
Compliant with Equal Opportunities :	Commitment within Policy
Compliant with Budget/Business Plan :	Budget : salary heading; training budget Business Objective : 6 (staff development) and 7 (highest standards of governance)

Approved at Meeting on :	OCTOBER 2018
Date for review :	OCT 2021

Responsible Officer :	Chief Executive
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Remit and Authority of the Staffing, Health & Safety Sub-Group

1. Role of the Sub-Group

The Staffing, Health & Safety Sub-Group has been established by the governing Board to support the delivery of staffing-related objectives including health and safety responsibilities as set out in Barrhead Housing Association's (BHA's) and Lavern Property Services (LPS) business plans. The Sub-Group will be advised on matters relating to staffing and human resources, including pay and terms and conditions of service, and equalities and diversity matters for both parent and subsidiary, referred to as 'the Group'..

It is a sub-group of the BHA Governing Board and is accountable to the Governing Board for the fulfilment of its responsibilities. It has delegated authority to make decisions and approve actions in accordance with this remit and the terms of the approved scheme of delegated authority to the Chief Executive and as stated in the Group Standing Orders.

At all times, the Sub-Group will ensure that its activities are carried out in accordance with BHA's Rules, Standing Orders, relevant policies, the Scottish Housing Regulator's requirements and expectations, relevant legislation and recognised good practice.

The Sub-Group will provide advice and support to the subsidiary Board in all staffing matters as detailed by this Remit and Authority. This will include support on EVH's staff terms and conditions of employment for subsidiary groups.

The Sub-Group cannot undertake any functions that are reserved for the Governing Board, nor can it act without the Governing Board's approval on any matters not specifically delegated to it within the terms of this remit.

2. Membership

Membership of the Staffing, Health & Safety Sub-Group will be appointed annually by the Governing Board, at its first meeting following the AGM. Appointments to the Staffing, Health & Safety Sub-Group will normally be for a minimum of three years, subject to continuing membership of the Governing Board and this annual appointment process, in order to gain experience of dealing with staffing matters, and to ensure stability and consistency of treatment for employees.

Membership of the Staffing, Health & Safety Sub-Group will be a minimum of four elected Governing Board members and a maximum of six members, not more

than a third of its members may be co-optees, and all co-options must be approved by the Governing Board.

The Convener of the Staffing, Health & Safety Sub-Group will be appointed annually by the Governing board, and must be an elected Governing Board member, but cannot be the chairperson of the Governing Board. In the absence of a Convener at the meeting, the remaining members shall elect one of themselves to chair the meeting.

Changes to the membership or Convener of the Staffing, Health & Safety Sub-Group prior to the AGM must be approved by the Governing Board.

For Health and Safety matters, a staff representative will be considered from the staff team below senior management level. This will be to represent the views of the staff on such health and safety matters that arise. For avoidance of doubt this staff representative will not be subject to discussion on staffing matters at the Sub-Group meetings.

3. Responsibilities

General

To oversee the human resources aspect of the Group business, taking decisions and approving actions in relation to BHA's ultimate role as employer in specific areas of delegation for both the parent and subsidiary.

To ensure that the Group is effectively discharging its obligations with respect to health and safety management as specified in this Remit.

To keep under review and improve outcomes in respect of the Group's objective to eliminate discrimination, advance equality and foster good relations in all areas of its work.

Staff recruitment and induction

To oversee the process for the selection and recruitment of staff, particularly where Governing Board members are designated to participate in the recruitment process – this relates to Grade 9 and 10 senior staff as approved through the scheme of delegation and Group standing orders.

To approve significant changes to job outlines and any major staff re-structuring.

To receive assurance about the effective application of the staff recruitment and induction policies.

Appraisal, training and development

To receive assurance about the effective application of the staff appraisal and supervision system and training and development policies including implementation and outcome of the annual staff and Board development plan.

Pay and terms and conditions of employment

To make decisions about discretionary matters relating to overtime, annual or other leave entitlement, or other issues arising in interpreting the application of the EVH terms and conditions of service – BHA is a full member of Employers in Voluntary Housing and as such adopts all relevant pay awards (subject to affordability). Approval of any pay awards is a Governing Board responsibility. All staff are employed under EVH terms and conditions of employment including LPS staff where we adopt the good practice provided by EVH for such amended terms and conditions of employment. Any decision about future membership of EVH is the Governing Board's responsibility.

Grievance, discipline and redundancy

To conduct hearings (normally by a panel of three Staffing Board members designated by the Chair of the Staffing, Health & Safety Sub-Group) and make and communicate decisions on the outcome of all **grievances** at stage 3 of the EVH grievance procedure, all in accordance with the EVH Terms and Conditions of Employment.

To administer appropriate stages of the EVH **disciplinary procedure**, including conducting all hearings to address allegations of gross misconduct (normally by a panel of three members – see 3.5.1 above). This Disciplinary Panel has delegated authority to instruct any appropriate sanction arising from such hearings, up to and including dismissal.

Any serious complaint or grievance made against the senior member of staff must be handled in accordance with the Scottish Housing Regulator's regulatory guidance on notifiable events and as outlined by BHA's separate policy on complaints against the Chief Executive. Any necessary independent professional advice should be taken. Normally, this will involve investigation by an independent, external party, and a hearing conducted by the Staffing, Health & Safety Sub-Group.

To conduct and make decisions about appeal hearings (normally by a panel of three members – see 3.5.1 above) for any staff dissatisfied with their **selection for redundancy**, all in accordance with the EVH Terms and Conditions of Employment. Such panel members should take no part in the selection process of those to be made redundant. It should be noted that the Governing Board has responsibility for organisation development matters, including any significant staff structure reviews or changes to the staffing establishment.

To make decisions about compromise agreements where such 'protected conversations' have felt necessary or are required to expedite a staffing issue where this would be in the best interest of the staff member and the Association. Specialist advice will always be sought from

either or both EVH and an employment solicitor where required. This will include appropriate remuneration, which will be based on the minimum redundancy payments from the terms and conditions of service and any other relevant information for each case. This will include agreeing an upper cap for the remuneration package and an agreed process delegating responsibility to the Chief Executive and departmental Director to conclude the Agreement in conjunction with specialist assistance from EVH and/or TC Young.

To provide delegated authority to the Chief Executive and a Departmental Director to terminate a temporary contract of employment on the grounds of performance and/or conduct, where such temporary contracts allow for such termination. Such contracts will be reported to the Staffing Sub-Group retrospectively.

Absence management

To oversee the effective application of the absence management system, receiving periodic reports on sickness absence, and the application of agreed policies and procedures to staff with long-term absence.

Health and Safety

To ensure that the Group is fulfilling all its health and safety obligations as set out in the EVH Terms and Conditions of Employment, including reporting of accidents, wearing of protective clothing and first aid training.

To ensure that up-to-date versions of all policies and procedures, including the Health and Safety Manual, are available on the staff company drive, and that updates to the Manual are pro-actively monitored, with appropriate action implemented in a timely way. Also that an appropriate induction/training programme for staff and governing Board is in place and operating effectively

To ensure that periodic independent compliance audits are carried out, and agreed recommendations are followed up and implemented.

Equal opportunities and diversity

To receive assurance on the effectiveness of training and development programme and actions taken in pursuit of achieving the objectives set out in the Group's equalities and diversity policies and procedures.

4. Policy review

To oversee the review of all policies designated within the Group's policy schedule as Human Resources policies, plus any health and safety and equalities policies, including the manner of review, ensuring that the agreed review cycle is maintained, and careful scrutiny of all proposals for change.

To agree a final draft of each such reviewed policy, for recommendation to the BHA Governing Board for adoption.

5. Accountability and assurance

The Staffing, Health & Safety Sub-Group is accountable to the Governing Board for the fulfilment of responsibilities delegated to it under this remit and BHA's scheme of delegated authority, as set out in Group Standing Orders. Sub-Group members must receive adequate training to enable them to discharge these responsibilities appropriately.

The Governing Board will obtain assurance on the Staffing, Health & Safety Sub-Group's work via minutes which will be presented for information to the next Governing Board meeting (in draft form, if necessary). The Chair will ensure that key issues are brought promptly to the attention of the Governing Board.

The Staffing, Health & Safety Sub-Group will conduct an annual self-assessment of the effectiveness of its work, and make changes as appropriate to improve its performance.

The Staffing, Health & Safety Sub-Group will present a report annually to the Governing board on its work.

The Staffing, Health & Safety Sub-Group may obtain independent legal/professional advice, where considered appropriate.

6. Meetings

The Staffing, Health & Safety Sub-Group will meet at least two times a year.

7. Quorum

A quorum for any meeting will be four full Governing Board members. Co-optees do not count towards the quorum.

8. Attendance

The Staffing, Health & Safety Sub-Group shall meet on its own when required.

Senior staff and others may attend all or part of meetings at the invitation of the Governing Board. Attendees will normally include:

- Chief Executive
- Departmental Directors
- Other staff as required including 1 x staff rep for H and S issues (offered out on a voluntary rotating basis to all staff annually)

The Chief Executive is responsible for servicing this sub-group, including liaising with the Chair regarding the agenda for meetings; lead responsibility for coordinating the preparation

and distribution of papers for the meeting according to agreed timescales; and arranging for minute-taking.

9. Review

This remit was approved by the Governing Board in Sept 2017. It can only be amended with the approval of the Governing Board, and will be reviewed no later than Sept 2020.