HR Committee
Terms of Reference

File Management:

Owner: Chairperson, HR Committee

Revision History (Version /Date)	Summary of Changes
V0.1 – February 2022	Document Creation
V1.0 – May 2022	Approved by Board
V1.1 - November 2024	Scheduled Review - Approved by the Board.
V1.2 - October 2026	Approved by Board. Scheduled review. Updated TOR Review period to every 3 years, in line with policy review schedule.
October 2029	Next Review

Name:

HR Committee

Purpose:

The Board has established a HR Committee as a Committee of the Board to assist the Board in its oversight role of the Human Resources functions to ensure that the organisation's strategic objectives are achieved and enable the recruitment, motivation and retention of staff while complying with the requirements of regulatory and governance bodies.

The role involves monitoring the organisation's significant policies and practices related to human resources, including recruitment, training, development, career planning, performance management, succession planning and organisational culture.

However, the ultimate responsibility for this area rests with the Board, who must fully consider the advice and approve or amend the recommendations from the Committee.

Membership:

The Membership of the Committee shall consist of three Directors as best practice, providing a quorum of two Directors, one of which at least has relevant experience in human resources and/or employment law. An external, non-Director, with specific expertise and related skills, may be invited to join the Committee when deemed relevant.

The Committee will be supported by two staff members with lead responsibilities for HR Operations, who will attend meetings.

Other members may be invited to meetings or co-opted on to the Committee from time to time to carry out specific work, with the approval of the Board or the Committee. The Board may remove or replace any member of the Committee at any time.

Duration of Appointment:

- The Board members on the Committee may remain in position in line with their tenure on the Board of Directors.
- External non-Directors may be appointed by the Board for a

term of two years. The Board may renew this appointment for one or two further terms, subject to the requirements of the Committee's work.

Meetings:

- Meetings will be held at least four times per year, within 2 weeks of the board meeting date or, on an ad hoc basis, at a time and date as agreed by the Committee. The Chairperson of the Committee may convene additional meetings, as deemed necessary.
- Other Board members or staff may be invited to attend meetings at the request of the Committee.

Authority / Rights:

- In discharging its responsibilities, the HR Committee will have unrestricted access to members of management, employees, and relevant information it considers necessary to discharge its duties. The Committee is entitled to receive any explanatory information that it deems necessary to discharge its responsibilities.
- The Committee shall have access to sufficient resources in order to carry out its duties, and will be supported by one or more members of staff as appropriate to the Committee's work.
- The Committee may procure and/or avail of specialist ad-hoc advice at reasonable expense, subject to budgets agreed by the Board, on any matter within its terms of reference.
- The Committee has rights to access to members of the Board and other Committees to seek information relevant to its functions as per this Terms of Reference.

Duties and Responsibilities:

1. HR Strategic Policy and Plans

- To oversee the HR Strategic Plans to include such areas as: staff recruitment and induction, terms and conditions of employment, performance, training and development of staff, the setting and monitoring of HR policies and procedures, continuity planning, the organisation's staffing and with other Committees the benefits package for staff.
- Support the development and implementation of policies and procedures related to the welfare, wellbeing and conditions of employment of staff;
- Advising the Board that the appropriate investment is being made in people and teams to ensure that Special Olympics Ireland develops the capacity to deliver on the strategic plan.

2. Compliance with Legal and Regulatory Requirements

- To ensure compliance with all legislative requirements are met in relation to all employment and other relevant legislation.

3. Risk Management

- To review the effectiveness of HR systems, policies and processes to help assess, manage, monitor and report on people and other HR-related risks.

4. Pay and Benefits

- Receive reports on SOI remuneration in the context of relevant sectors and market.
- Receive and review proposals on staff remuneration changes for consideration and advise the Remuneration Committee and Board on same as required.
- To consider and make recommendations to the Board on the company's overall pension strategy including funding strategy for the defined benefit schemes.

5. Annual Performance Appraisal of the CEO

- Oversee the coordination of the annual performance appraisal of the CEO.

6. Health and Safety

- Receive reports on the identification of risks to staff safety and overseeing development plans to anticipate and respond to such risk with the aim of creating and maintaining a safe working environment and reducing adverse events.

7. Protected Disclosures

- Two members of the HR Committee to act as points of contact to whom individuals can raise concerns as part of the Special Olympics Ireland's Protected Disclosure Policy, and to take appropriate action to investigate and resolve any concerns raised.

The Committee will also carry out such other duties as may be assigned to it by the Board.

Reporting Responsibilities:

- The Committee will report to, and is ultimately accountable, to the Board.
- The Committee will report back to Board on areas or issues requested by Board.
- Minutes of meeting of the Committee will be circulated to the Board.
- An update on progress of the work of the Committee will be provided at Board meetings by the Chair as appropriate (including updating the Board on any previous Committee meeting, Committee business and any recommendations, advice and any relevant matters that should be brought to the Board's attention).
- The Committee will provide the Board with an Annual Report summarising its conclusions from the work it has done during the year, progress with the work programme and the outcome of its self-effectiveness review. This Report will be timed to support finalisation of the organisation's Annual Report and financial statements.
- The Committee shall make a statement and provide an overview of its activities in the Annual Report.

Conflicts of Interest / Loyalty

Individual members of the Committee must pay particular attention to the avoidance of conflicts (or potential conflicts) of interests / loyalty in any business of the Committee. Should potential conflict arise, the Committee Chairperson should be informed.

Confidentiality

All Committee members must strictly preserve the confidentiality of any information coming to their knowledge in the course of their work as Committee members relating to members of the Company, athletes, coaches, families, volunteers or Board members / Committee members. This confidentiality is to be preserved both during and after the Committee member's term of office.

Review

The Committee shall review at least every three years its own performance and Terms of Reference to ensure it is operating effectively and to recommend any changes it considers necessary to the Board for approval.