



TERMS OF REFERENCE FOR ICAR BOARD SUB-COMMITTEE FOR ; HUMAN RESOURCES

Version: 1.1

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Status: Draft

Changes from V1.0 (23rd Feb 2017) to V1.1 (30th Jan 2018);

- 2.g and 4. Removed Board succession planning – will be covered elsewhere
- 3.1 Removed Geographical reference for members- nor relevant
- 3.1 Added recommended number in SC (5 to 7 members)
- 3.1 Removed CE as Secretary as remuneration is considered.
- 3.1 Removed Table 1; Names of Members of HR SC
- 4. Added Priority to develop an ICAR Grievance SOP

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1 Background

The purpose of this paper is to outline the terms of reference for the ICAR Board's Sub Committee for Human Resources

This proposal follows on from the discussion in the ICAR Board which took place on 10th February 2017 in Rome, Italy and subsequent Board meeting November 30th 2017..

This report is for consideration by the ICAR Board February 07th 2018 meeting.

The following sections cover the key elements of the recommended revised Terms of Reference for the ICAR Board's Sub Committee for Human Resources.

2 Objectives of the Sub Committee for Human Resources

The objectives of the Sub Committee for Human Resources are to:

- a. Recruitment and Selection of ICAR CE – ensure that ICAR's recruitment and selection procedures are consistent with best practice.
- b. Review and agree the contract and remuneration for ICAR's Chief Executive (CE).
- c. To agree annual objectives and perform the annual appraisal of the CE.
- d. To convene a Review Committee in the event of any grievance or disciplinary matter that may arise with ICAR staff or consultants.
- e. To ensure ICAR CE has implemented the appropriate Organisational structure to run ICAR efficiently.
- f. To ensure ICAR has in place best practice Human Resource policies with regard to staff performance appraisal and development.
- g. To develop a **Human Resources Risk Register** for ICAR which is to be presented to and be reviewed annually by, the ICAR Board.
- h. Ensure ICAR has an appropriate Health & Safety policy.

3 Governance & Reporting

3.1 Committee Composition

The ICAR Boards' Sub Committee for Human Resources will be governed by the ICAR Board.

The Sub Committee will be chaired by the President of ICAR.

Members will be comprised by Board members who cover some or all, depending on the level of interest and participation in ICAR activities, of the following interests:

- a. **Proven Operational/Management experience.**

The Chair (President of ICAR) will review annually the make-up of the Human Resources Sub Committee and any changes as required, shall be recommended to the Board.

Network. Guidelines. Certification.



The Sub Committee will be made up of between 5 and 7 members

The Sub Committee, may from time to time, co-opt specialist and expert advice as required based on issue(s) at hand.

The Sub Committee shall meet at least twice per year or more frequently if the business requires its attention.

Minutes will be circulated to all ICAR Board members.

The Sub Committee may ask the CE to leave the meeting for particular items on the agenda.

Quorum for meeting will be 50% of the membership plus one.

Each member of the Sub Committee shall have one vote with the Chair having a second or casting vote as required.

3.2 CE, Secretariat & Reporting

Role of CE and Secretariat:

- a. **Business Meetings** – CE to agree dates and venues in consultation with Chairperson, provide notice of meetings to members, agree agenda with Chairperson, distribute agenda, take minutes, agree minutes with Chairperson, and distribute minutes.
- b. **Group Composition** – Secretariat maintain list of Group members with up-to-date contact details, in consultation with Chairperson and ICAR Board.

3.3 Communications with the ICAR Board

- a. Based on activity provide an Annual Report (at least) to the ICAR Board.

4 Priorities

Priorities are to be established by the Sub Committee taking account of its terms of reference and any requests from the ICAR Board. That the priorities for Sub Committee for Human Resources in 2018 to include the following:

- a. CE Annual Appraisal.
- b. Develop ICAR Grievance SOP
- c. Review adequacy of ICAR's Organisational Structure.
- d. Develop Human Resources Risk Register for ICAR.
- e. Others...