

HR Committee Terms of Reference

Overall purpose

The Council of the Energy Institute has delegated to the HR Committee responsibility for regulating staffing matters. The HR Committee will make recommendations to the Council and operate within the following terms of reference.

Membership

As approved by the Council annually and will consist of the Chief Executive and the Honorary Secretary, together with at least three additional members or recent former members of the Council who have knowledge of and experience in HR matters. The Head of HR will co-ordinate the Committee as appropriate and any other person may be invited to attend as required.

Committee members will be appointed for a term of three years and may be invited to serve for up to two further terms to permit a maximum continuous term of nine years, as required to maintain continuity, or the overall balance of experience, expertise and representation on the Committee.

Chair

The Honorary Secretary shall act as Chair of the Committee and his/her appointment approved by Council. The Chair will be appointed for a minimum term of three years and will be eligible for re-appointment for a further term to permit a maximum continuous term of six years.

If the Chair is unable to attend a meeting of the Committee, the members present will agree which member will take the chair in the Honorary Secretary's place.

By invitation

Other non-voting persons may be invited to a meeting by the Committee to discuss specific issues falling within its scope and responsibility.

Quorum

The quorum is three members plus the HR Committee Chair. Any member not able to be present at a meeting will be advised of the proposed matters for discussion and invited to submit any comments on matters arising or agenda items to the Chair prior to the meeting.

Frequency of meetings

The Committee will meet at least twice a year. Further meetings may be held as required. These further meetings may be held virtually or by telephone provided due notice has been given. Any member failing to attend meetings, to which they have been invited, for a period of one year without giving an explanation suitable to the Committee, will be deemed to have resigned.

Remit

- a) To approve all aspects of remuneration and terms and conditions of service of the Energy Institute's appointed staff.
- b) To agree the basis of an annual salary review.
- c) To review strategic issues associated with HR policies and practices.
- d) To review the organisation's Health & Safety policy and performance.
- e) To give guidance to the Chief Executive on HR issues.
- f) To make such HR recommendations to Council as it sees fit.

Reporting

The Chair of the Committee will present reports to the Council summarising the conclusions reached at Committee meetings. The level of salary awards and matters of policy will be confirmed by the Council as appropriate - although personal details will generally be kept within the HR Committee.

Note: the day-to-day management of staff will be conducted by the Head of People and Culture and overseen by the Chief Executive, who will also be responsible for agreeing with the HR Committee (or with its Chair in cases of urgency) any actions which are required in respect of the appointment or cessation of individual staff who are direct reports to the Chief Executive.