

HUMAN RESOURCE AND REMUNERATION COMMITTEE TERMS OF REFERENCE

1. Introduction

1.1 In exercise of its powers under Schedule 2 to the Police Reform Act 2002 (as amended by Schedule 9 of the Policing and Crime Act 2017), the IOPC Unitary Board has established a Human Resource and Remuneration Committee as a committee of the Unitary Board to provide advice and support in relation to People/HR responsibilities and duties.

2. Responsibilities

The purpose of the committee is:

- 2.1 To provide scrutiny, strategic focus and assurance in respect of the Board's responsibilities for matters relating to the development and implementation of IOPC HR strategies/policies and desired culture. Also, to monitor performance against HR indicators.
- 2.2 To provide scrutiny, strategic focus and assurance in respect of matters relating to Health and Safety.
- 2.3 To contribute to the continuing development of HR strategies, which support the strategic objectives and priorities of the IOPC as a good employer and comply with legal requirements.
- 2.4 To agree on behalf of the Unitary Board the pay and award strategy and the annual staff pay remit, ensuring it fits with the public sector pay strategy, and agree submission to the Secretary of State for approval;
- 2.5 To consider and advise on the Director General's proposals (following his annual appraisal) regarding pay progression and bonus awards for each executive Director through:
 - The consideration of the differentiation of pay awards and bonuses to ensure that the allocation of any pay awards and/or bonuses fit within the annual pay award for Directors as agreed with the Home Office and remain within the boundaries of Director's contractual terms;
 - Monitoring the result for bias on grounds of gender, ethnicity, disability or working pattern, and recommending appropriate action to deal with any anomalies.
- 2.6 To receive and make recommendations on the annual equal pay audit.
- 2.7 To work and liaise as necessary with all other board committees.

3. Membership

- 3.1. The committee shall comprise at least three members,
- 3.2. Members of the committee shall be appointed by the Unitary Board on the nomination of the Board Chairman.

- 3.3. Members of the committee shall be provided with appropriate and timely training both in the form of an induction programme for new members and on an ongoing basis for all members.
- 3.4. All members of the committee shall be non-executive directors.
- 3.5. Members of the committee are:

- Andrew Harvey (committee Chair)
- Manjeet Gill (Deputy Chair)
- Geoffrey Podger (Member)

- 3.6. The committee may:

- Co-opt additional members for a specified period based on the committee Chair's assessment of the need to provide specialist skills, knowledge and experience. The committee Chair shall make recommendations to the Unitary Board.
- Ask any official of the organisation to attend all or part of any meeting to assist it with its discussions on any particular matter.
- Ask any or all of those who normally attend meetings (but who are not members) to withdraw to facilitate open and frank discussion of particular matters.

4. Meetings and attendance

- 4.1. The committee shall meet at least four times a year at appropriate intervals and otherwise as required.
- 4.2. The committee Chair may convene additional meetings as deemed necessary or as requested by the Director General and/or the Unitary Board to discuss particular issues.
- 4.3. Meetings of the committee will usually be held in London, unless the committee determine otherwise.
- 4.4. Outside of the formal meeting programme, the committee Chair, and to a lesser extent the other committee members, will maintain a dialogue with key individuals, involved in the organisation's governance.
- 4.5. Only members of the committee are entitled to attend committee meetings. Other agreed meeting attendees are:

- Director General
- Deputy Director General (Strategy and Corporate Services)
- Director, People (Lead Director)
- Health and Safety Manager
- Governance Secretary

- 4.6. The committee may request the attendance of other IOPC officials as necessary to assist with its discussions on any particular matter. "Attendance" includes participation by telephone, video conference or similar.

5. Notice of Committee Meetings

- 5.1. Unless otherwise agreed by the committee, notice of each meeting confirming the venue, time and date together with a meeting agenda and papers shall be forwarded to each committee member no later than five working days before the date of the meeting. All documents shall be sent to the committee members in electronic and hard copies, unless agreed otherwise.

6. Agenda and Minutes of meetings

- 6.1 The agenda for the meeting of the committee shall be agreed by the committee Chair in consultation with the Lead Director.
- 6.2 The Governance Secretary shall minute the proceedings and decisions of all meetings of the committee, including recording the names of those present and in attendance.
- 6.3 Draft minutes of meeting shall be prepared within five working days. It shall be subject to comment by the Lead Director and approval of the committee chair before circulation to all members of the committee/Unitary Board, unless it would be inappropriate to do so in the opinion of the chair.
- 6.4 Minutes of committee meeting will be approved (and signed by the committee chair) at the next committee meeting.

7. Quorum

- 7.1 The quorum necessary for the transaction of business shall be two committee members.
- 7.2 In the event that there is no quorum within 15 minutes of the scheduled start time, the meeting may be adjourned.
- 7.3 The Chair may ask any or all of those who normally attend, but who are not members of the committee, to withdraw to facilitate open and frank discussions of particular matters should this be deemed appropriate.

8. Reporting responsibilities

- 8.1. The committee Chair shall report formally in writing to the Unitary Board and the Director General (as Accounting Officer) on its proceedings after each meeting on all matters within its duties and responsibilities.
- 8.2. The committee shall provide an annual report on its effectiveness.
- 8.3. The committee shall make whatever recommendations to the Unitary Board it deems appropriate on any area within its remit where action or improvement is needed.
- 8.4. The committee shall conduct an annual review of its terms of reference to ensure it is operating at maximum effectiveness and recommend any changes to the Unitary Board as necessary.

This ToR should be read in conjunction with the IOPC Standing Orders which includes the scheme of delegation.
