

**TERMS OF REFERENCE - MHA STAFFING SUB-COMMITTEE**

|  |  |
|--|--|
| <p><b>Name of Sub-Committee:</b></p>   | <p><b>MHA Staffing Sub-Committee</b><br/>The role of the Sub-Committee is to respond to a range of ad hoc staffing issues as set out below. The sub-committee may also be asked by the Board to address specific staffing policy matters as and when required</p>  |
| <p><b>Matters reserved for the Board which the sub-committee makes Recommendations on:</b></p> | <p>The Staffing Sub-committee will lead on the following matters and report back to Board which will make the final decision.</p> <ol style="list-style-type: none"> <li>1) <b>Recruitment of the Chief Executive</b> including: drawing up job description and person specification; initial interviews; shortlisting of candidates; recommendation to the Board.</li> <li>2) <b>Dismissal of Chief Executive</b> including: commissioning of any independent investigation; appointment of appropriately qualified professional support if required; recommendation to the Board.</li> <li>3) <b>Disciplinary action against the Chief Executive</b> including: commissioning of any independent investigation; appointment of appropriately qualified professional support if required; recommendation to the Board.</li> <li>4) <b>Grievance hearings</b> whether about or by the Chief Executive including: commissioning of independent investigation if required, hearing of Grievance; appointment of appropriately qualified professional support if required; recommendation to the Board.</li> <li>5) <b>Advice on Staffing Policy Issues.</b> The Board may from time to time ask the Staffing Sub-committee to meet to consider policy proposals and to advise the Board on these matters. The Sub-committee will review proposals produced by staff or appropriately qualified advisors and make recommendations to the Board on these.</li> <li>6) <b>Review of Salary proposals.</b> The SSC will review annual salary proposals from joint negotiations and make recommendations to the Board.</li> <li>7) <b>Assessment of the pension arrangements.</b> The SSC will assess any proposed changes to or impact of the pension arrangements and make recommendations to the Board.</li> </ol> |

|   |  |
|---|--|
| <p><b>Matters specifically delegated to the sub-committee by the Board:</b></p> | <p>The Board delegates to the Staffing Sub-committee the following matters:</p> <ol style="list-style-type: none"> <li>1) <b>Appeals Against Decisions on Disciplinary Actions:</b> In accordance with the EVH Terms and Conditions of Employment the final internal appeal against any disciplinary action will be heard and decided by the Staffing Sub-committee.</li> <li>2) <b>Appeals Against Decisions on Grievances:</b> In accordance with the EVH Terms and Conditions of Employment the final internal appeal against a decision on a Grievance will heard and decided by the Staffing Sub-committee.</li> <li>3) <b>Staff Wellbeing Review.</b> The SSC will assess the annual Staff Wellbeing Review. This will include meeting with a staff subgroup.</li> </ol> |
| <p>How often meetings are held:</p>   | <p>The Staffing Sub-committee meets a minimum of two times a year.</p>   |

|   |  |
|---|--|
| <p>Chair of the Sub-committee (and who, if anyone, may not chair it):</p>           | <p>The Chair is appointed by the Board and does not serve for more than <b>two terms of 3 years</b>. No other Office Bearer may be the Chair of the Staffing Subcommittee.</p>   |
| <p>Composition of the Sub-Committee (and any restrictions on membership of it):</p> | <p>The membership of the Association's Staffing Sub-Committee is drawn from the Associations Board. The selection of members is based entirely upon skills and competencies. At least one member of the Sub-committee should, where possible, have some recent and relevant staffing experience.</p> |
| <p>Number of members:</p>   | <p>At least <b>three</b> members, who should all be non-executive Board members. Additional members may be appointed to the Sub-committee to address specific issues.</p>  |
| <p>How the sub committee is appointed:</p>  | <p>By MHA Board in consultation with the Staffing Sub-committee Chair. Members are appointed for terms of <b>three</b> years.</p>  |
| <p>Quorum:</p>  | <p>A quorum will be <b>three</b> members of the Committee. Co-optees will not count towards the quorum</p>   |
| <p>Additional points:</p>   | <p>The minutes of the Staffing Sub-committee will be reported to the next MHA Board meeting.</p>   |

|                  |   |
|------------------|---|
|                  | <p>The Chair of the Staffing Sub-committee may access legal advice from the Association's appointed legal advisers at the expense of the Association. The Sub-committee may also seek other professional advice as necessary. The Chair of the Staffing Subcommittee should always seek agreement with the other Office Bearers prior to taking up external legal advice. In circumstances of and equality of votes on an issue the Chair of the Staffing Sub-committee has a casting vote.</p> <p>The Chair and Senior Executives may be in attendance at Staffing Sub-committee meetings.</p> |
| Date Approved:   | 19 March 2018   |
| Date for Review: | March 2021  |