



## Terms of Reference People Committee

### 1. Purpose

- 1.1 The Committee has been established to support the delivery of key strategic people aspects of the new Strategy and Business Plan 2022-27 and to ensure Hanover as an employer has the right employment practices and policies in place to support its employees and to:
- Ensure that Hanover has the right capacity and capability across all teams to deliver the new Strategy and Business Plan 2022-27.
  - Attract and retain employees, with Hanover being recognised as a good employer, and consider the market viability of decisions relating to our employee pay, benefits and terms and conditions.

### 2. Frequency and Composition

- 2.1 People Committee meetings will be held at least **twice** per year. Additional meetings may be held as necessary, as set out in the Standing Orders.
- 2.2 The Committee will consist of no fewer than **four** Board Members. From these members, a Chair and Vice Chair will be appointed by the Board.
- 2.3 Responsibility for servicing the Committee will sit with the Company Secretary, or as agreed by the Board.

### 3. Quorum

- 3.1 **Three** members will form a quorum at each People Committee meeting.

### 4. Other Attendees

- 4.1 The Chief Executive, the Director who has responsibility for the HR & OD function and Head of HR & OD will normally attend.
- 4.2 Other ELT members will attend as required.
- 4.3 Attendance by other employees will be agreed by the Chair in advance.

## 5. Responsibilities

Area	Responsibility	Power to Approve?
<b>Annual Delivery Plan</b>	Committees to receive reports as required on major projects from the Annual Delivery Plan and provide feedback to ELT or Board as required.	No
<b>Consultations to support the sector and national housing &amp; care agenda</b>	Participate in consultations if input is required from the Board as requested by CEO.	No
<b>Policies &amp; Strategies</b>	Review, consider and approve new and substantive / material changes to revised policies and strategies as appropriate for each Committee's remit.	Yes
<b>Hanover Improvement Framework</b>	Approve Policies in relation to quality and improvement as delegated by Board. Be aware of any service improvement issues which may affect the strategy & business plan	Yes
<b>Recruitment &amp; Structure - Organisation</b>	Review proposals for major changes to the staff structure and complement where the change has a substantial budgetary or management implication. Recommend changes to Board for approval.	No – Recommend to Board
<b>Recruitment &amp; Structure – CEO &amp; ELT</b>	Agree the selection panel for recruitment of staff at Executive Leadership Team level and nominate one or more members to participate.  Review proposals for changes in the senior structure and approve within the Annual Budget. Review proposals for a succession planning framework.	Yes
<b>Terms &amp; Conditions - General</b>	Review and recommend to the Board for approval any substantive changes to the Standard Contract of Employment.	No – Recommend to Board
<b>Terms &amp; Conditions – Salaries (Annual Review)</b>	Review proposals for revised Salary Scales / Annual Salary Change for staff and recommend to Board for approval	No – Recommend to Board
<b>Terms &amp; Conditions - Pensions</b>	Consider pension arrangements and approve recommendations for ongoing maintenance of systems.  Recommend proposals to Board for approval for changes in contributions.	Yes  No – Recommend to Board

Area	Responsibility	Power to Approve?
<b>Employee Engagement</b>	Review the results of any major Employee Survey and the improvement Action Plans put in place to improve engagement. Monitor progress of improvement plan and provide feedback to ELT and escalate to Board as necessary.	Yes
<b>Learning &amp; Development</b>	Review and approve the Learning & Development Policy (staff). Scrutinise performance information on learning & development as required.	Yes
<b>Management of Employees</b>	Review and approve the Disciplinary and Grievance Disputes and any other staff management policies as required.	Yes
<b>Compliance with Rules, law and statute</b>	Approve documents to support compliance as appropriate for each Committee's delegation.	Yes
<b>Committee Structure</b>	Ensure the Committee complies with its delegated responsibilities	No
<b>Committee Annual Reports</b>	Ensure an annual report of the Committee is prepared and recommended for Board approval, including any recommended changes to the Terms of Reference.	No – recommend to Board
<b>Other</b>	Consider any other matter that the Board may from time to time determine.	Dependent on matter arising