

# **SCOTTISH POLICE SERVICES AUTHORITY**

March 2007

## **HUMAN RESOURCES COMMITTEE**

SPSA 0003

**SCOTTISH POLICE SERVICES AUTHORITY**

**HUMAN RESOURCES (HR) COMMITTEE  
MEMBERSHIP, ADMINISTRATION AND REMIT**

**Introduction**

1 The Board of the Scottish Police Services Authority (SPSA) has established a Human Resources (HR) Committee to consider and monitor strategic human resource issues.

2 It is the responsibility of the HR Committee to independently review any appeals from staff where escalation to committee level has been progressed. The HR committee will also review HR management information to consider the impact and effectiveness of the SPSA's strategies, policies and processes and report as appropriate to the Board.

3 The HR Committee will also be responsible for executive and other remuneration issues which fall outwith the scope of recognised collective bargaining agreements.

**Membership of the HR Committee**

3 The Committee shall comprise two non-executive Board Members. The Convener of the Board may attend and the Chief Executive or his nominee will attend. All members, the Convener and Chief Executive shall be circulated with all relevant agendas, minutes and papers.

4 The Chairman of the HR Committee shall be a non-executive member of the Board other than the Convener.

5 The Chairman and members of the Board who shall be members of the HR Committee shall be appointed by the Board on the recommendation of the Convener.

6 All members shall serve for a term of two years. At the conclusion of the first term of membership only, members shall be eligible for re-appointment for one further term of two years.

**Quorum of the Audit Committee**

7 The quorum at any meeting of the HR Committee shall be two Board Members.

**Frequency of meetings**

8 The Committee will meet on dates and times as determined by its Chairman, notwithstanding that either SPSA's Accountable Officer may request that a meeting be held at any time.

9 There shall be no fewer than three meetings of the HR Committee in each financial year.

10 The meetings of the HR Committee shall be held so as to complement the strategies and key HR annual processes.

### Attendance at Meetings

- 11 The Head of Human Resources shall report to meetings of the Committee.
- 12 SPSA's designated person responsible for diversity should normally be in attendance, and shall have direct access to the Committee at any time.
- 13 Members of SPSA's staff may be asked by the Committee to attend meetings from time to time when subjects of particular relevance are discussed.

### Functions of the HR Committee

- 14 The HR Committee will:
  - 14.1 Ensure that HR Strategies policies and processes are in place to identify and manage the risks faced by SPSA in the conduct of its business.
  - 14.2 Review management information relating to the SPSA workforce composition and resources in comparison with appropriate benchmark data to ensure the SPSA's policies, processes and their application reflect best practice.
  - 14.3 Benchmark the HR policies and practices of SPSA against best practice models.
  - 14.4 Review with management the effectiveness of SPSA's internal control system and the adequacy of policies and practice to ensure that SPSA meets legislative requirements in terms of its staff.
  - 14.5 Support innovative staff development programmes.
  - 14.6 Independently review any appeals from staff where escalation to committee level has been progressed.
  - 14.7 The HR Committee will also be responsible for Executive and other remuneration issues which fall outwith the scope of recognised collective bargaining agreements.
  - 14.8 Consider any other matters when requested to do so by the Board.
  - 14.9 Report on the discharge of its functions to each meeting of the Board following the HR Committee meeting.
- 15 In carrying out these functions, the HR Committee shall have access to such information as is readily available to SPSA.

**Proceedings and administration of the HR Committee**

16 The proceedings of the HR Committee shall be conducted in accordance with the Standing Orders of the Board supported by the duties provided for in this paper.

17 The Executive Support Manager shall act as secretary to the Committee and shall be responsible for the conduct of its administrative affairs, including the production of agenda, circulation of papers and maintenance of minutes, records and files.

18 The minutes (draft or preferably approved) of each meeting of the Committee shall be submitted to the next available meeting of the Board.

19 The HR Committee may obtain professional independent advice if it considers this necessary subject to obtaining relevant approval as defined by SPSA's Internal Scheme of Delegation.

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