

# COMATAIDH COR NA BUIDHNE | PEOPLE COMMITTEE

## TERMS OF REFERENCE

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### PURPOSE AND SCOPE

1. The purpose of this Committee is to provide oversight, scrutiny and assurance to the Board on all significant people related matters including but not limited to: HR Strategies, Policies & Procedures, Workplace Culture and Trade Union Partnerships. The Committee will inform, report and make recommendations to the Board on these matters and any other specific items relating to employee relations at Bòrd na Gàidhlig. The Committee will ensure developments on these items are effectively communicated across the organisation and will seek evidence of Bòrd na Gàidhlig operating as responsible employers.
2. Meetings will be used to:
  - i. ensure that there is effective management of people-related matters within the organisation;
  - ii. seek assurance on the delivery of an overarching People Strategy and monitor performance against the strategy;
  - iii. scrutinise HR policies and procedures and make recommendations to the Board particularly in relation to behaviours and workplace culture, training and development including staff appraisals, recruitment, talent management and succession planning;
  - iv. monitor and evaluate the implementation of people related strategies, policies and procedures including how such plans are communicated to all BnaG staff;
  - v. provide an interface between the Board and staff representative group(s) including: any internal staff governance working group(s), recognised Trade Unions, Senior Management Team and seek clarity of allocated roles and responsibilities between the Board and the aforementioned groups;
  - vi. monitor workforce engagement using regular staff surveys and discussions with trade unions to ensure engagement is effective, regular and consistent, and that consultation and negotiation take place appropriately
  - vii. ensure, that Bòrd na Gàidhlig's statutory obligations as an employer, are being appropriately discharged by Bòrd na Gàidhlig;
  - viii. consider such other issues as may be prescribed by the Board or as the Scottish Ministers may direct from time to time.

### COMMITTEE MEMBERSHIP

3. **Committee Membership** – Membership of the Committee will consist of the Chair ("the Committee Chair") and no more than two other Board Members. The Committee may also include co-opted members selected for their expertise in the areas that fall within the Committee's terms of reference.

### QUORUM

4. Quorum shall be a majority of the membership of the Committee (2 Board Members).

## COMMITTEE ATTENDANCE

5. **Staff Representation** – In attendance will be the Ceannard and all members of the Senior Management Team (Ceannard, Director of Language Planning & Community Development, Director of Gaelic Education, Head of Corporate Services and the Communication and Events Manager). Other members of Bòrd na Gàidhlig staff may be invited to attend Committee meetings periodically when required. Any other Board Member may attend after consultation with the Committee Chair.
6. **Partnership Representation** – A representative of the Trade Union will be invited to attend all Committee meetings.
7. **Specialist Advisors / Other Representation** – The Committee Chair may invite representatives from external stakeholders or partner organisations for consideration of specific agenda items / subject areas.

## MEETINGS

8. The procedures for the Committee meetings are as follows:
  - i. The Committee will hold at least **4** scheduled meetings per year, although the precise number of meetings will be dependent upon the nature and extent of the Committee's business.
  - ii. The first 30 minutes of each meeting will be closed to Committee Members only as outlined under Membership & Representation at Point 3.
  - iii. Twenty-one calendar days prior to each meeting the Committee Chair will determine, in consultation with others as necessary, the items that are to be included on the agenda for that meeting. Any items received after this date will be accepted at the Chair's discretion. The agenda will be circulated to all Committee Members for information.
  - iv. Final papers for each meeting must be submitted to the Secretariat no later than 10 calendar days prior to the meeting and circulated to Committee Members and other invited attendees no later than 7 calendar days prior to the meeting. Papers received after this date will be accepted at the Committee Chair's discretion.
  - v. With the agreement of the Committee Chair and the availability of technology Committee Members and representatives in attendance, may be able to join the meeting by video or teleconference.
  - vi. A draft rolling action log will be available no later than 5 working days after each meeting. Draft minutes will be available to the Committee Chair no later than 14 calendar days after the meeting. Once agreed with the Committee Chair, draft minutes will be circulated to all Committee Members noting that they are still subject to formal approval at the next Committee meeting.
  - vii. The minute of each committee meeting will be circulated as standard to the Board of Bòrd na Gàidhlig and representatives of the Scottish Government Sponsor Team following the Chair's agreement.
  - viii. Two key priorities for the Committee include:
    - to develop a proactive forward-looking work plan for the year for approval by the Board, distinguishing between standing, cyclical and ad-hoc items
    - In collaboration with the Senior Management Team, the Committee will seek to identify a central location to host all people-related strategies, policies and procedures including the overarching People Strategy and any documents relating to internal communication of people related matters. This online resource will be accessible to all staff and Board Members and will be a key outcome for the Committee.

## **SECRETARIAT**

9. The Ceannard will ensure that appropriate support is provided to the meeting by Bòrd na Gàidhlig officers through a dedicated Secretariat comprising senior officer with operational responsibility and administrative support.
10. The Secretariat will be responsible for all arrangements associated with supporting the meeting.

## **ACCOUNTABILITY**

11. The Committee is accountable to the Board of Bòrd na Gàidhlig
12. The Committee will inform, report and make recommendations to the Board