

Staffing, Health, Safety & Environment Committee Remit

| Review Date | Key Updates Made | Reviewed By |
|-----------------------|--|-------------|
| <i>September 2023</i> | | |
| 29 September 2020 | Removal of SCF, clearer delegated authorities. | Board |
| 27 June 2017 | - | Board |

1 ROLE AND MEMBERSHIP

- 1.1 Albyn Housing Society's Board has overall responsibility fulfilling the Society's responsibilities as an employer and in respect of health and safety. In accordance with the Board's remit and the Society's Rules and Standing Orders, authority for the effective discharge of the Board's responsibilities in respect of employment and related staffing issues and health & safety issues and compliance has been delegated to the Staffing, Health & Safety and the Environment Committee.
- 1.2 This remit sets out those areas of authority that have been delegated to the Committee and identifies those areas where authority is reserved to the Board. In the event of any doubt about the extent of the Committee's authority, the matter should be referred to the Board.
- 1.3 The Committee will appoint a Chair and Vice-Chair at the first meeting following the Society's AGM. The Chair may not be either the Chair of the Society or Chair of another AHS committee.
- 1.4 The Committee will meet four times per year.
- 1.5 The Committee will have at least five members, one of whom will be the Chair of the Society. In appointing members to the Committee, the Board shall have regard to the results of the Society's annual skills audit to ensure that members have the necessary experience to fulfil their role.
- 1.6 The Committee will have at least one staff representative from the recognised Trade Union of Albyn Housing Society. The staff representatives will not have voting rights.
- 1.7 The Committee may appoint one additional advisor who has specific knowledge and experience that are relevant to the work of the Committee: the advisor may not be appointed as an office bearer and will not have voting rights.
- 1.8 The quorum for the Committee will be three.
- 1.9 The Committee may appoint a limited life Working Group from time to time. Working Groups may include a minority of co-optees brought in from outwith the Committee's membership
- 1.10 The Committee will ensure that its members have adequate training to enable them to fulfil their responsibilities effectively.
- 1.11 The minutes of Committee meetings will be presented to the next Board meeting for noting. Any matter that is referred to the Board for approval or decision will be the subject of a separate paper that will be prepared and circulated with the Board papers.
- 1.12 The Committee will be advised and supported by the Chief Executive who will act as principal advisor and will liaise with the Chair over the preparation of the agenda, minutes and papers.

2 STAFFING

- 2.1 The Chief Executive is responsible for providing advice to the Committee, implementing the terms of the Society's agreed employment policies, practices and budgets and for ensuring that the Society acts as a responsible employer.
- 2.2 The Committee will advise the Board on the effective discharge of the Society's responsibilities as employer, ensuring compliance with all statutory requirements and for the effective implementation of the Society's agreed terms and conditions and employment practices, policies and procedures.

2.3 *Committee Business*

The business of the Committee will include the strategic oversight of:

- Amendments to the Society's terms and conditions of employment, either because of legislative change, actions of pensions providers or local negotiation, or in accordance with regulatory requirements.
- The financial implications of any changes proposed, in consultation with the Audit and Risk Management Committee.
- Proposals relating to the Society's staffing complement, including proposals to increase or decrease the staff establishment.
- All matters relating to staff remuneration (except for the Chief Executive and Senior Management which is considered by the Remuneration Committee).
- Job evaluation, in consultation with the Audit and Risk Management Committee, where appropriate.
- All matters relating to employer-related accreditations such as Investors in People and Healthy Working Lives.
- Employment policies.
- The results from the endeavours of any Working Groups.

2.4 *Employment Policies*

- 2.4.1 The Board has delegated powers to the Committee for the approval of the employment policies of the Society. This includes but is not limited to policies on recruitment, training and development.
- 2.4.2 All relevant employment policies will be provided by the Head of HR to the Society's GMB Union Representatives for consultation prior to Committee meetings. Once consultation on staffing policies is completed with the GMB Union, they will be submitted to the Committee for approval.
- 2.4.3 The Committee will be responsible for monitoring and reviewing the Society's employment policies.

2.5 Terms and Conditions of Employment

The Committee will consider and make recommendations to the Board on:

- Terms and Conditions of employment for Society's staff.
- Proposed annual salary amendments and any other staff remuneration matters, except for those relating to the Chief Executive which are reviewed by the Remuneration Committee.
- The Society's contributing obligations for staff pensions

2.6 Staff Recruitment

2.6.1 The Committee will consider and make recommendations to the Board on the arrangements for the recruitment and selection of the Chief Executive in accordance with regulatory requirements.

2.6.2 The Committee will consider reports (at least annually) from the Chief Executive on staff turnover and the Society's recruitment activity.

2.7 Staff Support, Training and Development

2.7.1 The Committee will consider an annual report from the Chief Executive on the outcome of the staff appraisal process.

2.7.2 The Committee will oversee all matters relating to employer-related accreditations such as Investors in People and Healthy Working Lives

2.7.3 The Committee will monitor performance in respect of matters such as staff training, sickness and absence and equal opportunities

2.8 Job Evaluation

2.9 The Committee will oversee the Society's job evaluation framework.

3 HEALTH, SAFETY & THE ENVIRONMENT

- 3.1 The Committee is responsible for promoting a sensible approach to health, safety and environmental issues throughout the Society's activities as an employer, client and contractor. It should promote a good health and safety culture within all aspects of the Society.
- 3.2 The Committee is responsible for reporting to and advising the Board on all aspects of the Society's duties and activities in respect of health, safety and the environment, ensuring compliance with all statutory and regulatory requirements and investigating any matters of concern or complaint. The Committee will immediately bring any matter of serious concern to the Board's attention.
- 3.3 The Senior Person Responsible for Health and Safety, the Competent Health and Safety Person will be invited to attend and participate in this section of each Committee meeting.
- 3.4 The Committee may commission specialist reviews or investigations to enable it to meet its responsibilities effectively and shall have access to all relevant records and documents.

3.5 *Committee Business*

The business of the Committee will include the strategic oversight of:

- Health, safety and environment matters related to Albyn's role as an employer and Landlord.
- Health, safety and environment matters relate to Albyn's development activities.
- Health, safety, and environment policies.

3.6 *Health, Safety, and Environment Policies*

- 3.6.1 The Board has delegated powers to the Committee for the approval of the health, safety, and environment policies of the Society.
- 3.6.2 All relevant health, safety, and environment policies will be provided to the Society's GMB Union Representatives for consultation prior to Committee meetings. Once consultation on health, safety, and environment policies is completed with the GMB Union, they will be submitted to the Committee for approval.
- 3.6.3 The Committee will be responsible for monitoring and reviewing the Society's health, safety, and environment policies.

3.7 *Albyn's Role as a Landlord*

The Committee will consider reports and make recommendations to the Board on health, safety and environmental matters related to the Society's role as a landlord, including:

- Housing and component design and function.
- Access to and security of Albyn's properties.
- Support to and contact with tenants and service users.

3.8 *Albyn's Development Activities*

3.8.1 By means of an annual report, the Committee will monitor and advise the Board on the management of health, safety and environmental matters in respect of the Society's development activities including:

- Site safety and security.
- The health and safety records of contractors (including reportable accidents that have occurred in respect of contractor personnel).
- Ensuring that all tendering and contracting activities are informed by adequate regard of health and safety considerations.

4 Monitoring and Review

4.1 This remit was reviewed by the Committee on 14 September 2020. It was subsequently approved by the Board on 29 September 2020 and cannot be amended without its approval. It will be reviewed not later than September 2023.