



## PERSONNEL COMMITTEE

### TERMS OF REFERENCE

**Approved by the Board on 17 February 2020**

#### **1. Membership**

- The Chairman and Membership of the Committee shall be appointed annually by the Board.
- The Committee shall comprise a minimum of four Board members and have a quorum of three.
- Other Members of the Board have the right to attend committee meetings in an observatory capacity.
- In the absence of the Committee Chairman, the remaining members present shall elect one of themselves to chair the meeting who would qualify under these terms of reference to be appointed to that position by the board.
- The Harbour Master may attend meetings to advise the Committee except for items relating to their pay and performance.
- The Committee shall co-opt Members as required.

#### **2. Frequency of Meetings**

- 2.1 The Committee shall meet a minimum of once a year, usually in November.

#### **3. Annual General Stakeholder Meeting**

- 3.1 The Committee Chairman should attend the annual general meeting to answer any stakeholder questions on the committee's activities

#### **4. Scope**

- 4.1 The Board has delegated the responsibility to the Committee to:

- Advise the Board on the framework or policy for remuneration and the terms and conditions of service for the Senior managers – namely the Harbour Master, Clerk and Treasurer.
- Decide levels of pay and other benefits and terms of conditions for all other Members of staff.
- Evaluate the performance and reward of Senior managers with reference to appraisal outcomes and other evidence to make that judgment.
- Evaluate the performance of anyone employed by the Board on a contract basis to fulfil a position within the staffing structure and advise the Board on remuneration and terms and conditions for such contractors
- Consider any key risks associated with the Committee's remit and ensure that procedures are in place to manage these
- Consider other issues relating to the remuneration and employment of Senior managers that are not specifically referred to above.
- Resolution of personnel disputes and complaints should they be incapable of resolution at lower level.
- Act as a search committee for senior managers and the Boards' recreational user representative and commercial user representative. This includes shortlisting, interviews and recommendations to the Board on appointments

## **5. Other matters**

### **5.1 The committee shall:**

- Have access to sufficient resources in order to carry out its duties, including access to salary benchmarking data
- Be provided with appropriate and timely training, both in the form of an induction programme for new members and on an on-going basis for all members.
- Arrange for periodic reviews of its own performance and, at least every three years, review its terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the board for approval.

## **6. Authority**

### **6.1 The committee is authorised by the board to obtain legal or other professional advice on any matters within its terms of reference.**

## **7. Reporting**

- The Committee will report to the Board through its Minutes.
- The Clerk of the Board shall clerk the meeting. Any minutes not taken by the Clerk, due to their withdrawal from the meeting, will be circulated separately to Board Members by the person who took them.
- Draft minutes of committee meetings shall be circulated promptly to all members of the committee to approve via email. Once approved, minutes should be circulated to all other members of the board unless in the opinion of the committee chairman it would be inappropriate to do so.