



County Durham Sport (CDS) Board Working Group: HR

Terms of Reference

Background

As part of an approach to both maximise time and opportunity for discussion of strategic issues at the CDS Board and to positively utilise the expertise of Board Members to provide greater support for the organisation moving forwards, the Board has established four working groups to address:

- Governance
- Business Development
- HR
- Finance

HR Working Group

The purpose of the working group, working alongside the Executive Manager and nominated Development Manager, is:

- To support the development of a high quality, effective executive team, including and in conjunction with the Executive Manager
- To establish a process to set, review and update all CDS policies and related HR processes (i.e. appraisal process)
- To ensure that CDS employees and Board have access to appropriate professional HR support, as required
- To consider and make recommendations to the Board, regarding CDS employee contracts, terms and conditions, employee benefits and remuneration (in conjunction with the Finance Working Group)
- To undertake and/or oversee, as required, staff structure reviews / restructure processes to ensure that CDS is appropriately resourced to meet the ongoing business needs of the organisation
- To receive reports and plans with regard to and following CDS's regular staff satisfaction survey
- Act as the sub-committee to deal with appeals with regard to decisions relating to employees.
- Work alongside the Chair person in undertaking the Executive Manager performance appraisal
- To report to and advise the Board on matters in relation to HR

Membership

- Three nominated / volunteer Board members, as agreed by the Board
- Executive Manager of County Durham Sport and /or a nominated senior Manager

Meeting frequency and Sub-group Lifespan

- Quarterly (in advance of the full Board). Additional meetings may be added in response to need
- The sub-group is seen initially as an ongoing working group, rather than a “task-finish” group

Reporting to

County Durham Sport Board

Chairperson

To be confirmed by the membership of the Group, if required.

Secretariat

County Durham Sport executive team

Access to Information

- Minutes/actions circulated to:
 - o Meeting Attendees
 - o Chair of the Board