



**HR and Remuneration Committee
Terms of Reference**

Terms of Reference – Version Control

Version: 2

Date: 26/09/2024

Version Control History:

TOR Version 1	HR and Remuneration Committee Terms of Reference	
Version No. 2		Status Draft – Ratified 09.10.2024

Purpose

1. The purpose of the HR and Remuneration Committee is
 - a. To review and monitor implementation of HR policies and practices relating to:
 - i. Recruitment and employment of staff
 - ii. Employment contracts, including terms and conditions of employment
 - iii. Remuneration Policy
 - b. To make recommendations) to Ard Chomhairle for remuneration increases as appropriate.

Accountability

The HR and Remuneration Committee is accountable to Ard Chomhairle.

Membership

- The Committee will be comprised of a chairperson and at least two other members.
- All appointments to the HR and Remuneration Committee, including the Chairperson, are nominated by the Uachtarán and ratified by Ard Chomhairle.
- Ard Chomhairle may co-opt further members to the Committee to provide expertise as required.
- Each Committee member will be appointed for a term of three years to coincide with the term of the incoming Uachtarán. Additional members who have been co-opted to the committee will serve until the end of the committee's term, which may be shorter than 3 years.
- Ard Chomhairle shall ensure there is adequate continuity from one Uachtarán three-year cycle to another. Where possible, at least 50% of the committee members should continue from one three-year cycle to the next to assist with continuity and retaining Association memory.
- No nominee will serve for more than six consecutive years on the same committee.
- In the event that a committee member resigns before the end of his/her term, the Uachtarán will have the power to co-opt a replacement(s) for the remainder of the Uachtarán's term which must be ratified by Ard Chomhairle.
- Final determination on the number of members on the Committee is a decision for Ard Chomhairle, with a recommended maximum number to be included.

Secretary

- A secretary will be appointed by the committee. The Secretary will ensure that the Committee members receive information and papers in a timely manner to enable full and proper consideration to be given to issues.

Meetings

- The Committee will meet at least 4 times a year. The Chairperson of the Committee may convene additional meetings, as deemed necessary.
- A minimum of two members will be present for the meeting to be deemed quorate.
- Meetings of the committee shall be called by the Secretary of the committee at the request of the committee chair.
- The Chairperson of the Committee together with the executive lead and/or Secretary will consider the agenda for the meeting. Members may also propose items for the agenda to the Chairperson.
- Notice of each meeting confirming the venue, time and date together with the agenda, minutes of the previous meeting, actions log and relevant papers should be circulated to

Committee members and to the extent relevant and necessary to any other person required to attend, seven days in advance of the meeting. The Chair can waive the notice period, providing a majority of the committee agree.

- ❑ The Secretary of the Committee shall minute the proceedings and resolutions of all meetings of the Committee, including recording the names of those present and in attendance.
- ❑ If it is deemed required by the committee, a staff member may be invited to attend specific meetings or agenda items at the Committee's request. This request will be made via the Chairperson to the CEO.
- ❑ The Secretary shall minute the proceedings and resolutions of all committee meetings, including the names of those present and in attendance.
- ❑ Draft minutes of committee meetings shall be circulated promptly to all members of the Child Safeguarding and Protection Committee. Once approved, minutes should be made available on sharepoint and made available to all members of Ard Chomhairle
- ❑ As the subcommittee is an active advisor to Ard Chomhairle, the Ard Chomhairle may ask the Committee to convene further meetings to discuss issues on which they seek the Committee's advice.

Resources

- ❑ The Committee shall receive the necessary resources to carry out its duties and will be facilitated in this by the Committee Secretary/executive lead designated to support the committee.
The Committee has the right to seek information from Ard Chomhairle and other Committees relevant to its functions.

Duties and Responsibilities

1. Production of an annual workplan, to be submitted to and approved by Ard Chomhairle.
2. Ensure that the appropriate HR and Employment policies, processes and internal controls are in place to ensure compliance with legal and regulatory requirements and guidance. Policies must be recommended to Ard Chomhairle for approval.
3. Ensure that the appropriate HR and Employment processes and internal controls are in place to ensure compliance with legal and regulatory requirements and guidance including:
 - Staff Recruitment and selection including contracts of employment
 - Performance management: An appropriate system of performance management must be in place for all staff and for the Ard Stiúrthóir in line with the Sport Ireland CEO Appraisal Guidance note. [ceo-appraisal-guidance-note.pdf \(sportireland.ie\)](#)
 - Pensions
 - Staff development, induction and training
 - Terms and conditions of employment including the Code of Conduct.
4. Ensure that any identified risks are reported in accordance with the Risk Management Policy and Framework in particular in relation to the following key areas:
 - Employee attraction and retention
 - Employee engagement and performance
 - Succession planning and talent management
 - Any other risk related to Human Resources that may arise from time to time.
5. Review and recommend for approval to Ard Chomhairle staff pay policy at all levels including the Ard Stiúrthóir.

6. Ensure that the appropriate Remuneration policies, processes and internal controls are in place to ensure compliance with legal and regulatory requirements and guidance. Policies must be recommended to Ard Chomhairle for approval. The purpose of these policies shall be to ensure that staff are adequately rewarded for their work, including incentives to encourage excellent performance. Recommendations
7. In consultation with the Resource Management Committee and in so far as possible, in advance of the conclusion of the autumn budget, make recommendations for salary increases in line with policy to take effect from January of the following year taking into consideration the Association's budgeted amount for Salaries and Wages in that year, as approved by Ard Chomhairle.
8. Ensure that for committee members wishing to communicate information of a sensitive nature to the organisation, there is a confidential access channel in place through the secretary of Ard Chomhairle.

Conflict of Interest / Confidentiality

- Committee members have a responsibility to know, understand and abide by rule/code in relation to confidentiality and declaring a conflict of interest if this should arise.
- All committee members are bound by confidentiality and declaration of confidentiality signed by each member.

Reporting Responsibilities

- Provide an update to Ard Chomhairle at least twice annually. This update is in the form of a formal written report for Ard Chomhairle meetings.
- Advise Ard Chomhairle between meetings if a matter is urgent and/or serious.
- Report back to Ard Chomhairle on areas or issues requested by Ard Chomhairle.
- Provide Ard Chomhairle with an Annual Report summarising its conclusions from the work it has done during the year, progress against the agreed workplan and the outcome of its self-effectiveness review. This Report will be timed to support finalisation of the organisation's annual report and financial statements.

Review

- Review its terms of reference annually and make recommendations for any changes to the Governance Committee.

Arrange for periodic reviews of its own performance, at least annually, to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to Ard Chomhairle for approval