



**VICTIM
SUPPORT**

PEOPLE COMMITTEE

Terms of Reference

Purpose

The People Committee is a permanent sub-committee of the Board of Trustees. The People Committee shall have authority hereby delegated to it by the Trustees to monitor, report to the Trustees and make recommendations as required on all matters of their responsibilities including the following:

Equality, Diversity and Inclusion

1. Recommend to the Board of Trustees the strategic direction that Victim Support should take in relation to Equality, Diversity and Inclusion (EDI).
2. Approve Victim Support's Equality and Diversity policy and review this document on an annual basis.
3. Monitor the implementation of Victim Support's Equality and Diversity strategy and action plan.
4. Regularly review performance data relating to EDI.
5. Ensure, in line with good practice and current legislation that Victim Support commits to the EDI ethos, to the benefit of victims, witnesses, volunteers and staff.

Trustee Board composition and nominations

6. Keep under review the structure, size and composition of the Board of Trustees and its committees and make recommendations to the Board with regard to any changes.
7. Give consideration annually to succession planning for the Board of Trustees and its committees.

8. Evaluate the balance of skills, knowledge, experience and diversity required by the Board of Trustees and its committees.
9. Carry out the process of nominating candidates for election to the Board of Trustees and for appointment to its committees. The selection process shall be carried out ensuring that applicants comply with the person specification and that Trustees and committee members are appointed on the basis of relevant skills and competencies leading to a diverse Board of Trustees.
10. Keep under review all procedures and documentation for election to the Board of Trustees and appointment to its committees and make recommendations with regard to any changes.

Senior Management

11. Keep under review the leadership needs of the Charity and ensuring suitable succession plans are in place for the Senior Management Team.
12. Develop, and periodically review, any objectives established for the implementation of diversity in senior management and monitor progress toward the achievements of those objectives.

Appointment of the Chief Officer

13. Identify and nominate candidates (in conjunction with the Chair of Trustees and other appointed panel members), based on merit and against objective criteria, for approval by the Board.

Volunteers and staff

14. Monitor the recruitment, training, support and recognition of volunteers.
15. Monitor the satisfaction of volunteers and delivery of support activities to volunteers.
16. Ensure volunteer engagement is appropriate to attract and retain a supply of sufficient talent-pool to deliver the VS strategy.
17. Review Victim Support's HR and Safeguarding policies taking into account any relevant changes in legislation. The frequency of review will vary and will relate to the Scheme of Delegation.
18. Monitor the satisfaction of staff and delivery of support activities to staff

19. Monitor staff retention and attrition and receive reports from management on employment issues as required.
20. Receive reports from staff and volunteer consultation forums/panels.

Health & safety

21. To receive reports and monitor people matters related to health & safety

Structure and composition

22. The People Committee shall consist of up to six members including at least three Trustees.
23. Appointment shall be made by the Board of Trustees. The Board shall appoint the Chair of the People Committee who shall be a Trustee. In the absence of the Chair, the remaining members present shall elect one of themselves to chair the meeting.
24. People Committee members shall be appointed for a fixed term of three years and no individual shall usually be eligible to serve as a People Committee member for more than two consecutive terms.
25. Staff will be invited to attend the Committee meeting as and when necessary. There will be a standing invite for the Chief Officer.

Meetings and proceedings

26. The People Committee shall meet quarterly in advance of each Board meeting at appropriate times in the reporting cycle and otherwise as required.
27. The quorum for People Committee meetings is three members, at least two of whom must be a Trustee.
28. A member of staff will take minutes and note action points at each Committee meeting. Minutes of the Committee shall be circulated promptly to all members of the Committee.