

Human Resource Committee Terms of Reference

Updated June 2026

The Board of the Charity Commission for Northern Ireland (CCNI) has established a Human Resource Committee (Committee) to support them in their responsibilities regarding issues of staffing resource and staff performance.

1. MEMBERSHIP

The Committee and its Chair shall be appointed by the Chief Commissioner, from among the Board members. The Committee consists of three Board Members. A representative from Voluntary & Community Division (VCD) will also be invited to attend as an observer. The membership will be reviewed every two years, or at the discretion of the Chief Commissioner.

The Committee may, if it considers it necessary or desirable, co-opt up to two additional members with particular experience on terms which the Committee may specify or procure specialist ad-hoc advice at the expense of the organisation, subject to budgets agreed by the Board.

2. Responsibilities

The role of the Committee is to improve the health and wellbeing of the workforce through the following:

- Agree a draft People Strategy & Action plan for approval by Board and oversee its implementation
- Receive regular reports on the People strategy
- Monitor health & wellbeing and receive Health & Safety assurances
- Provide assurances on HR policies being developed and implemented
- Regularly review strategic information related to HR
- Receive reports as necessary on employment relations
- Receive any other reports on HR matters as appropriate, at the discretion of the Chief Executive or Committee Chair.

3. MEETINGS

- A minimum of two members of the Committee will be in attendance for the meeting to be deemed quorate.
- Committee meetings will be provided with a secretariat function by Commission admin staff and normally be attended and serviced by the Head of Corporate services.
- The Committee may ask any other staff of the Commission to attend to assist with its discussions on any particular matter.
- The Board may ask the Committee to convene additional meetings as required.
- The HR committee, like all CCNI Committees, is open to the CCNI Chief Commissioner and Chief Executive to attend as they feel appropriate or at the request of the Committee.
- Attendance at meetings can be by electronic means.

Frequency of meetings

The Committee will meet at least two times each financial year. The timing and agenda of the meetings is the responsibility of the Chair of the Committee, subject to the expressed wishes of the Committee members. The Chair may convene additional meetings as deemed necessary.

Authority

- The Committee is authorised by the Board to deal with any appropriate matter falling within its terms of reference.
- In carrying out its functions it is authorised to seek any information it requires from any employee, through the Chief Executive and all employees are directed to co-operate with any request made by the Committee.
- Subject to Board approval of any expenditure, the Committee is authorised by the Board to obtain outside legal or other independent professional advice and/or to engage the services of an appropriate third party and/or to secure the attendance of non-members with relevant experience and expertise if it considers this necessary and in consultation with the Chief Executive and/or Chair of the Board.

4. REPORTING

- The minutes of Committee meetings will be agreed by correspondence and furnished to the next scheduled Board meeting for approval for publication.
- The Committee will bring to the Board for approval any recommendations it considers necessary.
- The Chair will provide input concerning the activities of the Committee throughout the financial year for inclusion in the annual report of CCNI.

5. REVIEW / SELF ASSESSMENT

The Committee will review and update its own terms of reference every two years requesting Board approval for proposed changes and, at appropriate intervals, evaluate its own performance against terms of reference and best practice.

Annex 1

Membership June 2025

Kieran Donaghy (Chair)
Patricia Kelly
Aoife Hamilton