

Britain Yearly Meeting Trustees

Employment Committee

Draft Terms of Reference (for consideration by Trustees)

Britain Yearly Meeting Trustees as a body is the legal employer of all Britain Yearly Meeting staff. The Trustees agreed to set up an Employment Committee – minute BYMT/07/03/15 refers - consisting of Trustees and others appointed to this group. These Terms of Reference are in accordance with the authority given in BYMT/10/10/6 and subsequent Minute BYMT

1. Summary of Purpose

1.2 We hold our meetings as meeting for worship for business and the expressed values of Britain Yearly Meeting underpin our discernment. We endeavour in all our work to reach decisions together that are right for our staff as well as our wider worshipping community under the law.

On behalf of Britain Yearly Meeting Trustees, the Employment Committee will be responsible for ensuring:

1. That employment policies are in place and that Britain Yearly Meeting as an employing body is compliant with relevant regulations. This includes ensuring that there are clear lines of delegation and accountability for all employment matters.
2. That collective bargaining and staff consultation takes place effectively, respecting the statutory rights and duties of the trade union recognised by Britain Yearly Meeting Trustees for this purpose.
3. That an employment framework is in place and subject to periodic review and renewal
4. The quality of implementation of all employment policies, including workplace culture and relationships; that implementation of policy is monitored; that high standards and quality assurance are maintained.

2. Membership

2.1 Membership of the Employment Committee will comprise:

- a. two serving members of Britain Yearly Meeting Trustees (for up to a period of three years after which they are eligible for reappointment);
- b. the YM Treasurer, BYMT clerks and the Recording Clerk or Deputy may attend meetings of Employment Committee ex-officio

- c. up to three other members appointed by BYM Trustees on the recommendation of its nominating group, serving for three years with one member coming to the end of their period of service each year. These members are eligible for reappointment for a second and exceptionally for a third, term of service.
 - d. a member of the Hospitality Board.
- 2.2 The Human Resources & Training Manager at Friends House will be in attendance and act as secretary and HR adviser to the Committee.
- 2.3 BYM Trustees will appoint one of the members to be the clerk.
- 2.4 There may be occasions when members will need to withdraw from a meeting if a matter is being discussed in which there is a potential conflict of interest.
- 2.5 Two Trades Union representatives will normally attend and participate in Employment Committee meetings. Where the employer need to consider issues prior to entering into collective bargaining the Employment Committee may close all or part of its meeting to the Trades Union representatives.

3. Frequency of Meetings

- 3.1 The Employment Committee will be scheduled to meet at least twice a year, with meetings fitting within the calendar agreed with the Recording Clerk.

4. Areas of Responsibility

- 4.1 The Employment Committee is accountable to Britain Yearly Meeting Trustees for:
 - a. ensuring that employment and remuneration policies are fully consistent with legislation, best practice and operational requirements by regular review on the basis of priority in terms of external drivers and professional advice.
 - b. proposing to BYM Trustees changes in policies that could be made to meet the aspiration to be an exemplary employer
 - c. managing the process of negotiation of salary awards, and other principle terms and conditions of employment, and recommending to Trustees the level of any cost of living award, having taken guidance from Trustees about the budget available. To this end, the Employment Committee undertakes the direct negotiation, as a full Committee or through nominees from within its membership, with the Recording Clerk or his/her representative of any changes in the Recording Clerk's salary and principle conditions of employment. Further it devolves negotiating other salary and principal terms and conditions of employment to the Recording Clerk with the proviso that the Committee accepts explicit responsibility for resolving conflicts when discussions break down, to mirror employment appeal processes
 - d. discernment upon priority employer risks and workforce profiling/trends (to be identified from time to time in consultation with Trustees)

- e. reviewing policies on volunteers carrying out work for Britain Yearly Meeting.
- f. presenting an annual report to BYM Trustees on the work completed by the Employment Committee in the previous 12 months
- g. ensuring compliance with regulatory requirements and BYM Trustees' policy on Health & Safety in the areas in which the committee has oversight
- h. appointing from amongst its membership appropriate numbers to constitute employee appeal hearing panels

5. Authority

- 5.1 The Committee shall work within these terms of reference under the authority of minute BYMT/12/11/15b of Britain Yearly Meeting Trustees held 30 November 2012 and BYMT/

6. Review

These terms of reference will be reviewed by Trustees as and when required.

Revision agreed by BYMT Trustees in minute BYMT-2015-09-21