



Performance, Staffing And Health & Safety Subcommittee Remit

| POLICY IMPLEMENTATION CHECKLIST | |
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| Policy Guardian: | PAUL MURPHY |
| Author: | CATHY BRIEN |
| Approved by Director: | 20 JUNE 2023 |
| Effective From: | 28 JUNE 2023 |
| Date of Next Review: | JUNE 2028 |
| Diversity compliant: | YES |
| Equality Impact Assessment: | MEDIUM |
| Data Protection compliant: | YES |
| Health & Safety compliant: | YES |
| Procedure implemented: | YES |
| SDM system changes made: | N/A |
| Training Completed: | |
| Posted on Sharepoint: | |
| Posted on website: | |

The Performance, Staffing and Health & Safety Subcommittee (PSH&S) exists to advise the Management Committee on:

- Performance target setting, performance monitoring, performance reporting;
- Staffing matters, including recruitment of senior officer and employer related matters;
- Policy Review; and
- Health & Safety

It is the responsibility of the PSH&S Subcommittee to monitor the above - and report to the Management Committee as and when required.

1. Constitution and Composition of the PSH&S Subcommittee

- 1.1 The PSH&S Subcommittee will have sufficient authority and resources and to consult widely, both internally and externally as required. The PSH&S Subcommittee is authorised to seek relevant and appropriate information to support its activities and to obtain necessary external professional advice within this Remit, in line with budget provision.
- 1.2 The PSH&S Subcommittee will act in an advisory capacity to the Management Committee but will also be able to take decisions as defined within its delegated authority.
- 1.3 At least three non-executive members of the Management Committee shall serve on the PSH&S Subcommittee.
- 1.4 The Chair of the Co-operative may be a member of the PSH&S Subcommittee - but shall not be Chair of the Subcommittee.
- 1.5 The PSH&S Subcommittee will have the right to report directly to the Chair of the Co-operative.
- 1.6 Three members of the PSH&S Subcommittee shall form a quorum (excluding co-opted members).
- 1.7 The Subcommittee Chair will be elected from amongst the members of the PSH&S Subcommittee at its first meeting following the Annual General Meeting of the Co-operative.
- 1.8 If the Chair is absent from a meeting of the PSH&S Subcommittee, the other members will select one of their number to chair the meeting, who shall be entitled to use the casting vote.
- 1.9 The PSH&S Subcommittee is subject to the Rules of the Co-operative, to the overall authority of the Management Committee, to the Standing Orders and to all the Policies approved by the Management Committee.

PSH&S Subcommittee Tasks

2. Performance target setting, performance monitoring, performance reporting

- 2.1 Annually review and approve the Co-operative's key performance indicators. These indicators should also incorporate the requirements of the Scottish Social Housing Charter (ARC).
- 2.2 Receive and review quarterly performance reports covering a range of topics – such as key performance indicators, including ARC performance; complaints handling; write-offs, etc.
- 2.3 Report to the Management Committee on any performance related matters on a quarterly basis (or as required).

3. Staffing matters, including recruitment of senior officer and employer related matters

- 3.1 Ensure that the Co-operative has appropriate staffing arrangements in place, in line with the governing body's role as an employer.
- 3.2 Ensure an appropriate staffing structure is in place to ensure that the Co-operative can fulfil its' role as a landlord.
- 3.3 Receive and consider reports from the senior officer on staffing related matters. Key matters will be reported to the Management Committee, as required.
- 3.4 Act as an advisor to the Management Committee on all matters relating to staffing, taking external advice where appropriate.
- 3.5 Ensure annual appraisal of the senior officer is undertaken and required training/development or other actions are identified and budgeted for.
- 3.6 Review and approve annual staff salary increases, for ratification by the Management Committee.
- 3.7 Ensure appropriate staff policies and related guidance are in place, including a Whistleblowing Policy.
- 3.8 Review all other staffing related matters that arise, taking appropriate actions/decisions as deemed necessary.

4. Policy Review

- 4.1 Ensure Policy Register is being kept up to date.
- 4.2 Review all policies, timely, to ensure they are fit for purpose and in line with regulatory and legislative requirements.
- 4.3 Make recommendations to update policies, as and when necessary.

4.4 Present individual policies to the Management Committee for final approval.

5. Health & Safety

5.1 Ensure there is an appropriately and effective health and safety framework in place: for staff, tenants, and other customers.

5.2 Seek evidence and assurance from senior staff that health and safety is being adequately managed and in compliance with the Health & Safety Executive and the Co-operative's Health & Safety policy.

5.3 Consider health and safety reports from senior staff that require governing body input. Report on these matters to the Management Committee.

6. Reporting by the PSH&S Subcommittee

6.1 All members of the Management Committee, who are not members of the Subcommittee, will receive a copy of the full minutes of each meeting.

6.2 The Chair of the PSH&S Subcommittee will speak to the minutes of the last Subcommittee's meeting, at the next meeting of the Management Committee; and account to the Management Committee for all decisions taken under delegated authority.

7. Equal Opportunities Policy

7.1 Comply with the terms of the Co-operative's Equal Opportunity policy insofar as they relate to the remit of the PSH&S Subcommittee to prevent discrimination taking place.