



Dovecotes TMO Staffing / Personnel / Grievance Sub Committee

Purpose

To oversee, in accordance with policies determined by the Management Board of Dovecotes TMO, the personnel and staff management activities of the TMO and to advise the Board on such activities

1. Delegation of duties

The TMO Management Board may delegate any of its duties to Sub Committees it requires, to effectively undertake its responsibilities and may approve the terms of reference, membership and any delegated authority to its sub-Committees.

Company Rule 51.- The Board may delegate any of their powers to Sub-Committees consisting of such members of their body and/or the Company together with such other persons (i.e. staff) as they think fit; and Sub-Committee so formed shall in the exercise of the powers so delegated conform to any regulations imposed on it by the Board. All such Sub-Committees shall report back to the Board on a regular basis.

2. Membership

The Staffing / personnel / Grievance Sub Committee will be comprised of:

Up to 3 Members of the TMO Board. Others may be invited by the Chairperson to attend all or part of any meeting.

3. Appointments and Terms

Members of the Staffing / personnel Sub Committee will be appointed by the Management Board in accordance for a term not exceeding 1year and may be re-appointed for further terms each year on the 1st meeting after TMO AGM.

4. Chairperson

The Chairperson of the Staffing / personnel / grievance Sub Committee. In the absence of the appointed TMO Chairperson, the Board members will elect a Chairperson for the duration of the meeting.

5. Secretary

The minute taker will be nominated by the Sub Committee itself.

6. Quorum

The quorum of the Staffing / personnel Sub Committee meetings shall be 3 members eligible to attend and able to vote,

7. Frequency of Meetings

The Board will be expected to meet at least 4 times a year

8. Notice of Meeting

Unless otherwise agreed, notice of each Sub Committee meeting confirming the venue, time and date together with an agenda of items to be discussed and supporting papers, will be forwarded or notified to each member of the Sub Committee and any other person required to attend, no later than 5 working days before the date of the meeting.

9. Conduct of Meetings

Except as outlined above, meetings of the Staffing / personnel / grievance Sub Committee will be conducted in accordance with the provisions of the TMO code of conduct

An approval or resolution of the Staffing / personnel / grievance Sub Committee may be passed by a simple majority of those present and entitled to vote at the meeting.

Any member of the Staffing / personnel / grievance Sub Committee who has a material interest relating to any decision to be made by the Staffing / personnel / grievance Sub Committee must declare his interest before the item relating to that decision is discussed and will not be entitled to vote on that decision. The Chairperson will have the final ruling on whether the member is entitled to vote.

10. Minutes of Meetings

The Board Secretary will take minutes of the meeting and circulate a draft to the Chairperson within 7 days of the meeting. Final minutes will also be provided to the Chairperson of Management Board for information.

11. Duties and responsibilities

- To review and recommend staffing levels and management structure
 - To provide support, guidance and accountability for the TMO Senior Manager on all personnel matters. monitor, and where necessary review, the staffing establishment of the college
 - To monitor, and where necessary review, areas of responsibility of staff
 - To oversee the arrangements for staff development and performance management
 - monitor the implementation of the TMO's Equal Opportunities and other policies with regard to staffing issues
 - To consider the TMO Senior Managers recommendations on staff remuneration
 - To review the TMO staff remuneration policy and its implementation in line with current statutory polices on pay, refer financial implications to the Staffing / personnel Board, and report back to the TMO Management Board.
-
- To review and recommend proposals for internal promotions and permanent staffing posts.
 - To ensure that CRB checks are completed satisfactorily.
 - To oversee the appointment procedure for all staff.
 - Ensure policies are in place for staff discipline, grievance, capability, and redundancy based statutory guidance, and enforce where and when required breeches of the TMO Code of Confidentiality, Governance and Practice.
 - To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
 - To ensure proper arrangements are in place to consider any appeal against a decision on remuneration issues.

- Sub-Board members will not be involved in day-to-day staffing issues and nor will members of the sub-Board who were involved in making staffing decisions serve on any appeals Board.
- Grievance

The Process

1. Complaint received
2. Interview with complainant
3. Raise at Board Meeting and request nominations for a Grievance Subcommittee or if not appropriate the Chair selects 3 board members. The subcommittee will decide whether the board member is suspended whilst the investigation takes place
4. Interview with Board member by the subcommittee
5. The subcommittee will reconvene and discuss the relevant action to resolve the complaint

Possible resolutions;

- The board member with the consent of the complainant is offered the opportunity to apologise and reform their behaviour
- Article 39 of the Company – Articles of Association of Dovecotes TMO includes the following grounds for immediate removal from the TMO Board;
- Resigns her/his officer in writing to the Company
- Being a member ceases to be a member in accordance with Article 7
- Fails to declare her/his interest in any contract as referred to in Article 37
- Is absent from three successive meetings of the Board during continuous period of twelve months without special leave of absence from the Board and they pass a resolution that s/he has by reason of such vacated office
- Becomes bankrupt or of sound mind
- Is removed from office by resolution of the Company in General Meeting in accordance with Section 303 of the Act
- Discloses confidential information concerning tenants, leaseholders or residents on the estate, or a member of staff to any other person who is not authorised to receive such information and the Board resolves such Board member shall retire immediately; or
- His/her co-option is revoked by the Board

1. To report to the TMO Management Board on decisions taken by the Board in the exercise of any delegated powers.

Date Adopted	Review Required	Initials
08/03/2022	March 2024	Amie Merry CO
July 2025	July 2027	Board / GC/ NR