



## Human Resources Committee

Terms of Reference

## 1. Purpose of the Committee

The purpose of the Human Resources Committee is to:

- a) Assist the Board in fulfilling its obligations relating to all human resources matters.
- b) To ensure standardisation of structure, policies and process.
- c) The Committee will review, monitor and make recommendations to the executive management with regard to all Human Resources matters.

## 2. Composition of the Committee

The Committee will consist of the following individuals:

- Silla Maizey Non-executive director Chair
- David Garman Non-executive director
- Philipp Joening Non-executive director
- Forsyth Black MD, Menzies Aviation
- John Geddes Corporate Affairs Director
- Claire Hall Human Resources Director

Other individuals from the management team may attend by invitation.

## 3. Responsibilities

The Committee will be expected to satisfy itself that the human resources management activities are adequate and

effective and also to ensure that they are imbedded across the network and that standardisation exists.

In this regard the key areas of focus that the committee will review will include:

- a. HR strategy and priorities
- b. HR structure & standardisation
- c. Recruitment & staff retention rates
- d. Pay rates
- e. People development / training
- f. Succession planning
- g. HR systems and processes
- h. Reporting Metrics
- i. Whistleblowing

With regards to training the Committee will make the differentiation between operational and non-operational training and ensure both aspects are reviewed.

The Committee will report back to the Main board via the Chair following each meeting.

#### **4. Agenda**

The Committee will operate to a standard agenda (see appendix 1) and will receive presentations from key post

holders as required.

#### **5. Meetings**

The Committee will meet not less than three times per year.