



TERMS OF REFERENCE HUMAN RESOURCES COMMITTEE

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1. Policy Statement

The Human Resources Committee ("HRC") (hereinafter called "the Committee") is established by the Broadcasting Commission of Jamaica (hereinafter called "the Commission") and is a committee of the Commission.

2. Purpose

The purpose of the Committee is to provide strategic review and oversight for the Human Resource function of the Broadcasting Commission.

3. Roles and Responsibilities

The Committee shall:

- A. Review, analyze and make recommendations to the Commission for improvement that will increase efficiency in areas such as, *inter alia*: HR strategies and systems; policies and procedures; staff manuals; effectiveness of the Human Resource functions of the Commission; compensation packages and reviews; recruitment of executive staff; succession planning; and performance appraisals.
- B. Recommend mechanisms for continuous improvement in employee relations.
- C. Through the Commission direct the internal auditor to audit the Human Resource function to ascertain if systems, policies, procedures and functions are being consistently applied, if they are achieving the intended objectives, and effective, and make recommendations to the Commission as is necessary.
- D. Review the Human Resource Department's reports.
- E. Review human resources development, organizational structure, and compensation principles and practices, and recommend changes to the Commission, as deemed necessary.
- F. Review the Commission's Human Resource Policies and Procedures Manual annually and make recommendations for improvement, in keeping with international best practices, and labour laws as promulgated from time to time.
- G. Review and confer with the Executive Director on the recruitment, promotion and compensation of senior management staff reporting directly to the Executive Director.
- H. Review the application of the Commission's Performance Incentive Scheme annually, and make recommendations to the Commission.

4. Membership and Structure

- A. The members of the HRC shall be appointed by the Commission and should consist of no less than four (4) individuals with at least three (3) Commissioners, one of whom shall be appointed Committee Chairperson by the Commission Chair. The Executive Director shall be an ex-officio member of the Committee.
- B. The Chairperson shall ensure that decisions and recommendations of the Committee are arrived at on time and report on the Committee's proceedings and recommendations to the Commission for approval.
- C. The Committee should not include the Chairperson of the Corporate Governance Committee.
- D. A member shall resign by giving at least one (1) month's notice in writing to the Chairman of the Committee, which shall be copied to the Chairman of the Board.
- E. Membership of the Committee may, with the approval of the Commission Chair, be terminated for failure to attend four (4) consecutive meetings where no valid excuse has been provided; or for any other reason deemed valid by the Committee.

5. Co-opted Members and Attendees

- A. The Commission may co-opt no more than two (2) external individuals with the requisite qualifications and experience to aid the Committee in the execution of its role and responsibilities.
- B. Every co-opted member shall have all the rights and responsibilities of the other members of the Committee concerning the work of the Committee.
- C. The Deputy Executive Director and Director of Human Resource & Administration shall attend all Committee meetings.

6. Committee Secretary

The Corporate Secretary shall be the Secretary of the Committee.

The Secretary shall:

- A. Give to each member of the Committee notice of the venue, time and date of each meeting, at least **five (5)** days prior to the meeting date;
- B. Prepare the agenda for each meeting and review the supporting papers;
- C. Circulate meeting documents to members at least **three (3)** days before the meeting date;
- D. Prepare the minutes of the meetings and all other reports as directed by the Chairman;



- E. Keep detailed records of the Committee's meetings;
- F. Collect and circulate information necessary for the proper functioning of the Committee; and
- G. Have such other duties as may be assigned by the Committee.

7. Quorum

The quorum for meetings shall be two (2) members of which one (1) must be a Commissioner.

8. Meetings

- A. The HRC shall meet as often as required but no less than twice per year.
- B. A special meeting of the Committee may be convened by the Chairperson or by the majority of the members of the Committee.
- C. The Committee shall determine its meeting procedures.
- D. Decisions are to be taken by a simple majority. In the event of equality of voting, the Chair's vote is decisive.
- E. The Corporate Secretary, at the request of the Chair will summon meetings of the Committee.
- F. The Committee may meet in person or virtually as deemed appropriate or convenient.
- G. The Committee may request any member of management or staff to attend meetings of the Committee to carry out its responsibilities.

9. Minutes

- A. The Committee shall keep minutes of its proceedings and report regularly to the Commission.
- B. Minutes will be confirmed by the Committee and will form a part of the Commission's permanent record.
- C. Each member of the Committee will receive a copy of the minutes at least three(3) days before the next meeting.

10. Authority

The Committee has the authority to:

- A. Investigate matters brought to its attention through the Designated Officer, in accordance with the Commission's Protected Disclosures Procedural Guidelines;

- B. seek any information it requires from employees, all of whom are directed to co-operate with the Committee's requests;
- C. meet with officers of the Commission or outside counsel, as necessary; and
- D. provided that the approval Commission is first obtained, retain external counsel, experts, and other advisors to advise the Committee or assist in the conduct of any investigation/review as may be required.

11. Reporting Responsibilities

The Committee shall submit reports of its meetings to the Commission on the Committee's activities, findings, and related recommendations.

12. Remuneration

The legislation makes provision for the remuneration of Committee Members, which is determined according to prescribed rates as formulated by the Minister responsible for Finance.

13. Committee Evaluation

The Committee will conduct annually, a self-evaluation of its performance taking into consideration specific goals and objectives which have been identified each year.

14. Conflict of Interest

Where there is a conflict of interest, the Committee Member so affected shall declare his/her interest to the Chairman and the details of the conflict are to be recorded by the Committee Secretary.

The Committee Member who has a conflict of interest shall not participate in the deliberations on the particular matter and shall recuse himself from the discussions in respect of those interests during the period of discussion of the matter.

15. Confidentiality of Committee Information

All information received by the Committee is confidential and is the property of the Broadcasting Commission and cannot be disclosed to parties outside of the organisation without prior approval of the Commission.

The decisions or recommendations of the Committee are to be communicated by the Committee Secretary to the Executive Director for management action.

16. Review and Assessment of Terms of Reference



The Committee will review and assess the adequacy of its Terms of Reference at least every 2 years, requesting the Commission's approval for proposed changes, and ensure appropriate dissemination.



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