



Role profile – Independent Member Workforce, Remuneration and Terms of Service Committee

Role Purpose:

The Independent Member provides objective, expert advice and constructive challenge as part of the Workforce, Remuneration and Terms of Service Committee of Llais.

The role supports the Committee and Board in ensuring that the organisation has effective arrangements for:

- a workforce strategy,
- organisational development and learning plans,
- performance management and appraisal
- organisational values and culture
- workforce engagement and communication
- volunteers
- wellbeing and staff welfare
- equity, diversity and inclusion
- remuneration, terms and conditions
- employment law compliance and policy frameworks

The postholder will bring expertise in human resources, good workforce and employment practice to support the committee in its constructive challenge, and advice to the organisation to make sure that Llais operates, as and is recognised as, an inclusive and high-performing employer.

Key Responsibilities

1. Committee membership and governance

The Independent Member will act independently and provide constructive challenge at the committee. This will support the committee's work on the oversight of our approach to our people (staff and volunteers) good governance, organisational development, remuneration and terms of service and providing assurance to the Board.

The postholder will in all their activities on behalf of Llais always uphold the Nolan Principles – the 7 principles of public life and will contribute to promoting a positive culture.

The Independent Member although not a full member of the Board will count towards the quorum for the committee.

2. Workforce strategy, people experience and organisational development

The Independent Member will provide scrutiny, advice and support on Llais's people strategy, employee and volunteer engagement arrangements, wellbeing approach, recruitment and retention, and equity, diversity and inclusion.

This will include reviewing workforce data including absence, performance, training compliance, grievances and disciplinary matters and discussing areas of risk and development opportunities.

The postholder will be expected to support and contribute to the development of a healthy workplace and to enable Llais to be clearly seen an employer of choice.

3. Remuneration, terms of service and workforce policy

The Independent Member will participate in the committee's work on assuring the Board on pay frameworks, NHS Agenda for Change terms and conditions and their alignment, workforce policies including reward, pensions, redundancy and severance.

The committee will seek to test fairness and consistency in these processes and decision-making frameworks.

4. Employment law, compliance and governance

The Independent Member will contribute to the committee's work on scrutinising compliance with employment legislation and public sector requirements. This will include commenting on and advising on workforce and volunteer policies to test their lawful, fair and consistent development and application. The Independent Member will provide insight on employment law developments and workforce trends.

5. Risk and assurance

The post-holder will also support the committee in its oversight of workforce-related risks. This will include reviewing workforce risks relating to organisational performance and risks aligned to the organisation's strategic risks aligned to the annual plans and 3-year strategies.

6. Committee attendance and wider contribution

The Independent Member will be expected to attend the meetings of the committee (minimum of 4 per year). The postholder will also be asked to contribute to the committee's annual effectiveness review and engage outside meetings as required to provide advice and support.

The Independent Member might also be asked to engage in development discussions and support Board engagement and reporting.

Time commitment and remuneration

Attendance at approximately four meetings per year plus preparation – a total commitment of 10 days per year.

Additional meetings may be required or advisory meetings within the organisation.

Remuneration in line with Llais policies, which is £198 per day. Travelling expenses will also be provided.

Term of Appointment

Initially the appointment will be for 1 year, but with the option to extend it for a further year.

Person specification

Essential experience and expertise

The Independent Member should have experience of:

- Board, committee and senior-level experience of workforce and human resources matters in the public sector or third sector organisations.
- Direct experience of working and leading in the field of human resources, workforce matters, organisational development and learning.
- Experience of workforce strategy and/or organisational development.
- Strong knowledge of employment law and its practical application.

Skills and attributes

The independent Member will be expected to have:

- Strong analytical and well-developed communication skills.
- The ability to provide independent judgement and challenge.
- Demonstrate high levels of integrity and commitment to equity, diversity and inclusion.