



**Sub-Committee Member of the Board of the
National Advocacy Service for People with
Disabilities**

Human Resources Committee

Role Description

Version _2.0

17th October 2024

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1.0 The Organisation

The National Advocacy Service (NAS) is a non-profit organisation and is registered as a charity. As such, it is governed by the Charities Act 2009, it is also a company limited by guarantee (not having share capital) and it complies with the Companies Act 2014. NAS is registered with the Charities Regulatory Authority and its Registered Charity Number is 20141332. The NAS CHY number is 21530 and its CRO number is 535779. NAS is compliant with the Charity Regulatory Authority Governance Code and complies also with Financial Reporting Standards 102 and SORP (FR102) thereby ensuring accountability and transparency.

The National Advocacy Service for People with Disabilities (NAS) provides an independent, confidential and free, issues-based representative advocacy service that works exclusively for the person with a disability using the service and adheres to the highest professional standards. In addition, the organisation provides the Patient Advocacy Service which provides advocacy to a person wishing to make a complaint about the care they have received in a Public Acute Hospital, Nursing Home or in the aftermath of a Patient Safety Incident.

The main object for which the company is established is to 'Benefit the community at large by integrating those who are disadvantaged and by promoting their full participation in society through the provision to them of independent, confidential and free, representative Advocacy Services.'

2.0 General Overview

The Constitution of NAS is comprised of a Memorandum and Articles of Association. There are nine Board members who are appointed to the Board of the NAS in accordance with the NAS Constitution and the Charities Act 2009. The Board of NAS exercises control over, and is

legally responsible for, the management of the NAS (including the Patient Advocacy Service) and ensures compliance with regulatory and sectoral requirements. Board members are appointed for a term of 3 years. Board members can be appointed for a maximum of 2 consecutive terms.

There are 3 subcommittees which report into the Board. These include HR, Finance, Audit & Risk (including Governance) and Service Delivery and Development (including Policy and Communications). The Constitution of the NAS Service is reviewed as needed as are its supporting policies.

The Board of the National Advocacy Service for People with Disabilities has established a standing committee known as the Human Resources Sub-Committee (HR). The Board reviews the terms of reference of the Committee periodically, as appropriate. The HR Sub-Committee reports directly into the Board.

The establishment and operation of the HR Sub-Committee complies with the Charities Governance Code and best practice guidelines.

3.0 Principal Function of the Human Resources Sub-Committee

- 3.1 The overall function of the HR Sub-Committee is to support the work of the National Advocacy Service Board by giving advice and making recommendations on Organisational Structures and Human Resources.
- 3.2 Provide support and guidance to enable the development of a HR strategy as they relate to the organisational strategic plan.
- 3.3 To give advice and make recommendations to the National Senior Management Team in relation to all matters to do with Organisational Structure, Human Resources, and the allocation of related financial resources.

- 3.4 Provide support and guidance in order to ensure that the objectives of the strategic plan, as they relate to organisational structure and human resources, are achieved within the budget framework, as approved by the Board.
- 3.5 To keep under review *Board Succession Planning* and to make recommendations to the Board in respect of Succession Planning, to undertake the process of Board recruitment at the request of the Board and to make appropriate recommendations to the Board in this regard.
- 3.6 The HR Sub-Committee Chairperson reports and advises the Board at each scheduled meeting on the activities of the committee.
- 3.7 Any advice and recommendations made by the HR Sub-Committee under the Terms of Reference are subject to such consultation and/or approval by the Citizens Information Board as required under the Constitution of the National Advocacy Service or by agreements entered into with the CIB or with other funding entities.

4.0 Person Specification

- 4.1 An understanding of the work and remit of the National Advocacy Service and the wider environment in which the organisation operates.
- 4.2 Commitment to the vision, mission and values of the organisation.
- 4.3 Commitment to ensuring the work of the organisation in relation to best practice for human resources policies and procedures is monitored and evaluated.
- 4.4 The ability to critically analyse information, constructively challenge the opinions of others, work to a shared consensus and accept collective responsibility for sub-committee decisions and recommendations.
- 4.5 A strong awareness of good governance, including the ability to understand board level strategic planning in relation to human

resources and people strategy programmes including succession planning and adequacy of staffing arrangements.

- 4.6 Knowledge and awareness of human resources related statutory requirements, legislation, and regulations.
- 4.7 Knowledge of organisational risk management to monitor risks assigned to the HR Sub-Committee to ensure that the Board is well informed of the organisation's risks related to human resources.
- 4.8 Knowledge of budgeting in relation to staff compensation frameworks, salary management processes and benchmarking to determine pay and benefits, including pension arrangements for all staff.
- 4.9 Knowledge of management of employee and industrial relations and communications strategies.
- 4.10 A strong sense of ethics and integrity together with a clear understanding of good governance practices including the role and responsibilities of sub-committee members.
- 4.11 Excellent communication skills, both oral and written.
- 4.12 The ability to work effectively with others and act to address any conflict, which may arise.

5.0 Term and commitment of the role of sub-committee member

- 5.1 The Sub-Committee meets at least 3 times per year and as often as needed to provide direction to the Board. Meetings last approximately 2 hours during normal business hours. Meetings are currently held remotely. Papers are issued in advance of subcommittee meetings and members are expected to adequately prepare for these meetings.
- 5.2 It is expected that all members will make every effort to attend all meetings of the HR Sub-Committee. Where a member is consistently unable to attend meetings, the Chairperson (or in case

of non-attendance by the Chairperson, the Chair of the Board) will review their attendance.

- 5.3 Sub-Committee members will need to be available from time to time to provide advice and provide input to HR decisions outside of meetings.
- 5.4 Sub-Committee members may be asked from time to time to be on an interview panel for roles that become vacant for either the National Advocacy Service for People with Disabilities or the Patient Advocacy Service.
- 5.5 Sub-Committee members term of office is 3 years.
- 5.6 Outside of retirement at the end of their term, any member of the Committee may resign their position at any time by tendering their resignation in writing to the Board. The notice for resignation of members should be received in writing before the last 2 scheduled meetings which the member intends to attend before resigning from the Sub Committee.

6.0 Expenses

- 6.1 Members of the HR Sub-Committee will not be paid for their attendance at the HR Sub-Committee or for time that they spend in preparing for the meetings.
- 6.2 Members of the HR Sub-Committee will be reimbursed by NAS/PAS for expenses incurred and claimed by them in connection with their attendance at meetings of the HR Sub-Committee if any meeting is held in person. Their expenses will be reimbursed against receipts in line with the Department of Finance approved rates.