



Foreign &
Commonwealth
Office

Human Resources Committee: Terms of Reference

Purpose

The Human Resources Committee exists to support the Board in its delivery of the policies and services determined by Ministers.

The purpose of the Human Resources Committee is to take a corporate view of the Department's Human Resource policies and operations, ensuring that they contribute effectively to the delivery of the Department's business needs, in line with the FCO Strategic Workforce Plan and People Strategy.

Role

The Human Resources Committee is responsible for decisions and recommendations to the FCO Board on policy and the use of resources in HRD. It acts as a reality check for the interface between HR and the rest of the FCO and challenges the HR team to ensure that proposed policy changes make sense for the organisation as a whole. The main areas of work covered by the Committee are:

- > Workforce planning;
- > Recruitment, interchange, selection for jobs, talent management and succession planning;
- > Learning and development;
- > Diversity in Human Resource policies and operations;
- > Pay, pensions and rewards;
- > Performance management and appraisals;
- > Industrial relations, employment law compliance, conduct and discipline and health and welfare issues;
- > Shaping local staff policy.

The Committee does not become involved in the detail of postings or other day to day HR decisions. Individual concerns are dealt with by HR Directorate.

The Chair of the Committee has the authority to decide whether the Committee takes an executive decision or refers the relevant policy issue to the full FCO Board. Any executive decision should have the support of the Human Resources Director.

Membership

The Committee has members based both in London and overseas to provide a balanced user perspective on proposed policies.

Individual FCO Ministers may be called on to act as sponsors of specific major FCO projects or programmes that fall within the remit of the Committee.

The current membership of the Committee is as follows:

Chairman

Nick Baird, DG Europe and Globalisation

Members

Susan le Jeune, Director Human Resources
Karen Pierce, Director South Asia & Afghanistan
Simon Manley, Director Defence & Strategic Threats
Louise Boyle, Director Change
Matthew Rycroft, Director EU
Tim Gardner, Director Finance
Julian Braithwaite, Director Consular
Christian Turner, Director MENA
Vijay Rangarajan, on secondment to MoJ

Virtual Members

Sarah Gillett, HMA Berne
Tim Morris, HMA Rabat
Paul Arkwright, HMA The Hague
Keith Allan, HMA Ashgabat

Grade Representatives

Ivana Vukov, Zagreb, Local Staff
Sarah-Jane Morris, Madrid, Local Staff
Sarah Fleming, Band A
Kellie Collins, Band B
Ian Fox, Band C
Judith Gough, Band D
Jon Benjamin, SMS