# People and Pay Committee Independent Member Role Profile

## Purpose

To contribute, as a voluntary independent member of SignHealth’s People and Pay Committee, to the delivery of SignHealth’s purpose to improve deaf people’s health and wellbeing.

The Committee is responsible for

* Assisting the Board in ensuring that it maintains an appropriate structure, size and balance of skills to support the strategic objectives of SignHealth
* Make recommendations to the Board on all aspects of People Management and staff pay

## Key tasks

Working with the Chair of the People and Pay other committee members and staff to support the committee in delivering on its Terms of Reference:

* Ensure SignHealth has appropriate and accessible remuneration policies to enable the recruitment, motivation, and retention of staff
* Providing oversight on staff wellbeing and engagement methods
* Provide oversight and scrutiny on SignHealth’s approach to Equity, Diversity, and Inclusion
* Support the recruitment to specific positions on the Board and advising on the Trustee induction process

## Independent Member Expectations

* Support and contribute to the purpose, values and objectives of SignHealth
* Devote sufficient time and energy to SignHealth, including preparing for four Audit and Risk Committee meetings each year.
* Attend and take part in any induction, training, briefing or development activities as discussed and agreed by the Committee with its Chair.
* Register all interests that might have a bearing on SignHealth’s work and declare any potential or actual conflicts of interest as and when they arise
* Raise any concerns she/he has with the Committee Chair, Chair of the Board or the Chief Executive
* Represent SignHealth positively to all external stakeholders and interested groups

## What you will need for the role

* A CIPD qualification or extensive senior experience of Employment Law, Learning and Development, Leadership and Management development, EDI or Recruitment.
* Experience in HR risk management to ensure the charity adheres to the highest standards of governance in policies and practices related to employee relations, recruitment, retention and staff development.
* Relevant experience at Board, Committee or executive level of an organisation of comparable scale and complexity
* Demonstrable experience of actively contributing to policy setting, strategic direction and goal setting to meet the charity’s objectives.
* Leadership qualities and a commitment to working as a team
* Commitment to the values and purpose of the organisation
* Effective communication and listening skills
* The ability to challenge, to think flexibly and independently
* The ability to contribute to high level strategic debate
* General knowledge of the operating environment of the organisation and the broader political, social and economic drivers externally
* Understanding of the importance of good governance, and the roles of Board and Executive

## What you will get from this role

This volunteer role offers a unique opportunity to:

* Gain experience in a complex, values-led organisation
* Work alongside members of the Board and Executive Team
* Contribute to strategic conversations that shape the future of the charity
* Make a meaningful difference to people’s lives and communities

This role is unpaid, but expenses will be met in accordance with the charity’s Expenses Policy.

## Support and Development

The Committee Chair and Chief Executive will ensure that the necessary support is available for Independent Members to make the most of their role, including a strong induction to SignHealth and the Committee

## Length of term

Independent Members’ term of service is 3 years which can be extended for another 3 years (a maximum 6-year term) following discussions with the committee Chair and dependent on independent member commitments.