APPENDIX 4: HUMAN RESOURCES COMMITTEE TERMS OF REFERENCE

1. PURPOSE

A. The primary function of the Human Resources Standing Committee (the “Standing Committee”) is to assist the Board in fulfilling its oversight and employer responsibilities as related to human resource matters.
B. Primary responsibility for human resource management, performance management, labour relations, employee health and safety, and career planning of the Vancouver Police Department is vested in management and is overseen by the Board, with the assistance of the Standing Committee.
C. The Board, with the assistance of the Standing Committee, monitors and evaluates the Chief’s performance and ensures continuity of leadership through effective succession planning.

2. COMPOSITION AND OPERATIONS

A. The Standing Committee shall be composed of two or more members appointed by the Board, with one member designated as Chair. Appointment of Standing Committee members will be in accordance with the relevant sections of the Vancouver Police Board Policy and Procedure Manual.
B. The Standing Committee shall operate in a manner consistent with provisions of the Vancouver Police Board Policy and Procedure Manual.
C. The Standing Committee shall meet at least three times each year.
D. The Standing Committee shall meet at the call of the Chair or as agreed to by the Committee.
E. The Board Executive Director shall consult with the Chair on the agenda development, be responsible for preparation and distribution of the agenda package, and shall maintain a record of the meetings.
F. The Standing Committee may invite such Board Members and outside parties, and consultation with the Chief Constable such employees, as may be deemed desirable to attend meetings and assist in the discussion and consideration of the business of the Standing Committee.

3. DUTIES AND RESPONSIBILITIES

Subject to the powers and duties of the Board, the Standing Committee shall:

A. Review the Chief Constable’s 5-year vision and, jointly with the Chief Constable, establish measurable objectives for evaluating progress.
B. Coordinate an annual performance appraisal of the Chief Constable.
C. Annually review succession plans for the Chief Constable and Senior Executive staff to ensure a robust leadership plan for the future of the VPD.
D. Annually review the VPD’s internal demographics to ensure continued progress in building a diverse workforce which reflects the make-up of the community.
E. Review and recommend to the Board approval of bargaining committees and mandates for negotiation of collective agreements with certified bargaining units.
F. Receive regular updates on collective bargaining / interest arbitrations and update the Board accordingly.
G. Review with the Chief Constable any significant outside commitments he/she may be considering and which may impact his/her duties as Chief and report to the Board accordingly.

H. Monitor and provide ongoing supervision to the Board Office operations, including annual performance appraisal of the Executive Director.

I. Monitor the handling of significant internal discipline matters to assess the appropriateness of settlements or conclusions.

J. Review any planned expansion of shared services with the City to ensure economic and operational benefit to the VPD and to ensure the totality of shared arrangements does not unreasonably derogate from the independence of the Police Board as a separate employer.

K. The exempt compensation policy of the VPD generally follows that of the City. Where unique compensation arrangements are developed for exempt employees of the Board, these will be reviewed by the Standing Committee.

L. Review any new and significant organizational changes or human resource initiatives, programs, or priorities.

4. ACCOUNTABILITY

A. The Standing Committee shall review the terms of reference for the Standing Committee annually and make recommendations to the Board as required.

B. The Standing Committee shall keep a record of its meetings and the Chair shall provide oral reports to the Board, or other reports to the Board as requested, on personnel matters relative to the Department.