

SHINE Children & Youth Services (SHINE)

TERMS OF REFERENCE FOR STAFF AND SERVICES / PROGRAMMES COMMITTEE

1. Introduction

- 1.1 The Staff & Services/Programs Committee was formed by the Board of SHINE to look into the policies/ procedures/ practices/ systems relating to Human Resource/ Staff Welfare, and Compensation & Benefits in accordance with applicable laws and the latest Employment Act in Singapore and in conjunction with the scope of services of SHINE.

2. Objectives

- 2.1 The Committee shall:

- (a) Ensure clear, transparent and fair human resource policies/ practices/ procedures/ systems in accordance with the latest Employment Act and applicable laws and regulations of Singapore.
- (b) Review, propose and endorse human resource policies (recruitment, remuneration, benefits, training and development, performance appraisal, disciplinary, conflict and grievance guidelines, etc.) and ensure that they are in accordance with the latest Employment Act, MSF and NCSS Guidelines on salary and remuneration and any applicable laws of Singapore.

3. Structure

- 3.1 The Committee shall report to the Board of SHINE and shall comprise:

- (a) The Chairman who shall be the Vice Chairman of the Board.
- (b) The members shall include the Chairman of all the Advisory Committees (CAC) of SHINE
- (c) An additional Board member/consultant may be invited as and when necessary.

- 3.2 Qualifications for Appointment and Invitation:

- (a) A member of SHINE who is a Singapore Citizen or Permanent Resident in Singapore.
- (b) Has knowledge of local employment laws and the Employment Act.

4. Roles and Responsibilities

- 4.1 The Committee shall:

- (a) Ensure a fair and transparent performance review and appraisal system for staff.

- (b) Discuss, approve/ endorse annual staff appraisal, recommendations on annual increments and/or promotions as well as bonuses.
- (c) Review, and endorse job descriptions and compensation/ benefits/ welfare/ remuneration guidelines for the various job classifications.
- (d) Approve the recruitment of staff for positions for Directors and above. The responsibility of recruiting other staff positions shall be delegated to the Executive Head.
- (e) Consider and decide on all cases relating to termination of any staff.
- (f) Ensure a system to address grievances and disciplinary action of staff.
- (g) Together with the Chairman of the SHINE Board, the Chairman of the Committee shall appraise the Executive Head's role and performance in SHINE, according to the job description, on behalf of the Committee

5. Term of Appointment

- 5.1 The term of appointment shall be for a period of one year and shall coincide with the Board's term of office.

6. Frequency of Meeting

- 6.1 The Committee shall hold at least one meeting in a year or as and when necessary.