**Lutheran Church of Australia Victoria and Tasmania District**

**People and Strategy (P&S) Sub Committee – Terms of Reference**

1. **Purpose**

The primary objective of the People & Strategy (P&S) Sub Committee (“Committee”) is to assist District Church Council (DCC) of the Lutheran Church of Australia Victoria and Tasmania District (LCAVD or ‘the District) in fulfilling its corporate governance responsibilities in the areas of nominations and elections, human resources management, and strategy, in accordance with requirements of the Lutheran Church of Australia (“LCA”), relevant legislation, regulations and sector standards.

1. **Authority**
	1. The P&S Sub Committee is a Sub Committee of DCC, and fulfills its responsibilities in keeping with the Constitution and policies of DCC and the LCA, including the governance policy.
		1. The nominations and elections responsibilities of the P&S Sub Committee are described in Clause IV.F “Electoral Committee of the “Constitution of the Lutheran Church of Australia Victorian District (including Tasmania)”

2.2 The Committee is advisory only and does not make decisions on behalf of the DCC. It can make recommendations to DCC, and can be delegated activities and projects of the DCC with their authority.

2.3 The DCC authorizes the P&S Sub Committee to assess and review the LCAVD policy compliance and performance, provide advice and make recommendations to DCC and management, on people, strategy, nominations and elections.

2.4 The P&S Sub Committee does not replace or replicate established management responsibilities and delegations.

* 1. To fulfil their role as a Sub Committee of DCC, the P&S Sub Committee is entitled to:
		1. access all relevant information held by DCC
		2. obtain independent professional or legal advice
		3. conduct or commission investigations, with the approval and authority of DCC if necessary.
1. **Duties & Responsibilities**

The core duty of the P&S is to assist DCC to ensure appropriate strategies, policies, and frameworks are in place for effective people management, strategy development and nominations and elections, taking into account the environment in which LCAVD operates.

* 1. **People/Human Resources Management**
		1. To assess and enhance human resources management within the Office of the Bishop (OOB) also known as District Office (DO) as articulated in appropriate policies and procedures, with particular regard for statutory, legal, regulatory and sector requirements.
		2. To support recruitment of resources into the DO and other related entities as required.
		3. To support the maintaining of relevant Professionals Standards are maintained for the Boards, Sub Committees and DO staff.
		4. To support performance reviews, position and structure reviews, and exit interviews of staff of District Office.
		5. Work with the Finance, Audit and Finance (FAR) Sub Committee to develop and monitor relevant risk management strategies relevant to human resource management, and risk that may impact the strategic settings of the organisation
		6. To advise on people, culture and human resource best practices and trends that will enhance the performance of staff in the District Office and other entities of the District.
	2. **Strategy Development**
		1. To guide the strategy development and implementation of the Strategic Plan of DCC.
		2. To advise of any changes in internal and external environment that may impact the development and the delivery of the Strategic Plan of DCC
	3. **Nominations and Elections**
		1. To facilitate the nominations and elections responsibilities as described in Clause IV.F “Electoral Committee of the “Constitution of the Lutheran Church of Australia Victorian District (including Tasmania)”.
		2. In supporting the nominations processes the P&S Sub Committee will seek to include a broad range of representation across age, gender, culture and geography for relevant bodies.
1. **Membership**

4.1 The P&S Sub Committee composition will give regard to the Electoral Committee membership as described in the “Constitution of the Lutheran Church of Australia Victorian District (including Tasmania)” and will comprise at least (3) members appointed by DCC, including:

* + 1. At least two (2) member of DCC, preferably with experience in human resource management and/or strategy development.
		2. Up to three (3) external members to create a representative committee and may have experience in human resource management and/or strategy development.
		3. At least one (1) member of the District Office staff will be a consultant to the P&S Sub Committee.
		4. All members should express a deep commitment to LCAVD’s vision, mission and strategy and have a sound understanding of context within which LCAVD and the LCA operate.
		5. In making appointments, DCC will consider the requirements of the skills and diversity matrix, including the expertise required to fulfill the duties of the Sub Committee as well as other elements such as gender balance.
		6. The DCC will appoint members of the P&S Sub Committee for a Synodical Term (approximately two years) and members may be re-appointed for an additional two terms, for a maximum tenure of three terms.
		7. Will have the completed the relevant professional standards and compliance checks for serving the church at this level.
		8. Upon recommendation of the P&S Sub Committee DCC will appoint one of the DCC members to be the Chair of P&S Sub Committee. The position of Chair will be reviewed each Synodical Term.
		9. The DCC Chair or their nominee is an ex-officio member of the Sub Committee.
		10. Consultants may be appointed by DCC to contribute specialist knowledge that is not available among the membership when addressing specific issues
1. **Meetings**

5.1 The P&S will meet at least 3 times per year and on an ‘as needed’ basis, timed in advance of and in follow up to full DCC meetings.

5.2 The District Administrator attend meetings as one of the appointed District Office Staff and may assist the Chair in preparing agendas and minutes if required

5.3 The DCC Chair may attend any Committee meeting.

5.4 External advisers, consultants or internal staff consultants may be invited to attend P&S meetings for regular or relevant agenda items.

5.5. Meetings may be held in person or using any technological means agreed by all Committee members and according to resource availability.

1. **Reporting**

6.1 The minutes of P&S meetings, and any reports with findings and recommendations, must be tabled at the next DCC meeting.

6.2 The Chair of P&S will report to DCC at each meeting, offering advice and recommendations to inform the Board’s decisions on relevant matters.

1. **Committee member conduct and interests**

7.1 P&S Sub Committee members will demonstrate at all times the highest standards of ethical and professional conduct in line with the DCC Code of Conduct and Governance Policy, as well as the LCA Standards of Ethical Behaviour and ACNC standards.

7.2 Members of the P&S Sub Committee will not participate in discussions or decisions on any issues in which they have an actual, perceived or potential conflict of interest.

1. **Committee Review**

8.1 The P&S Sub Committee will periodically evaluate its own performance against these terms of reference, and relate those findings to DCC, contributing to the broader reviews of governance effectiveness.

8.2 The Terms of reference will be reviewed by DCC at least once every Synodical Term (usually two years).

Reviewed by People and Strategy Sub Committee V1.1 29th September 2021. Approved by DCC – meeting date.