

PEOPLE COMMITTEE

TERMS OF REFERENCE – APPROVED BY THE BOARD 17 July 2023

1. PURPOSE

- a) To advise the Governing Body on all matters relating to the recruitment and development of staff and to their pay and conditions of employment
- b) To ensure that the College, as an employer, consistently promotes equality, diversity and inclusion

2. RESPONSIBILITIES

- a) To establish and keep under review a policy framework for the employment of staff, including relevant remuneration, disciplinary, capability and grievance policies and procedures
- b) To keep under review the recruitment and retention of competent and committed staff, taking account of developments in relevant labour markets
- c) To keep under review the framework within which staff pay and conditions are determined and to recommend changes to the Board as appropriate
- d) To keep under review the arrangements for the performance management of staff other than senior post-holders and to identify and monitor relevant indicators of staff performance
- e) To keep under review the arrangements to ensure continuous improvement in the quality of service provided by professional service teams.
- f) To receive and consider reports on organisational culture, organisational development and organisational change, on staff training, development and succession planning, on disciplinary and grievance matters and on employee relations and to provide assurance and/or make recommendations to the Board as appropriate
- g) To consider issues of leadership development and succession planning for leadership roles and make recommendations to the Board
- h) To monitor the composition of the staffing body, having particular regard to protected characteristics and to any apparent disparities shown by reports such as the annual Gender Pay Report, and to provide assurance and/or make recommendations to the Board as appropriate
- i) To ensure that the views of staff are systematically sought and acted on and made known to the Board.

- i) To establish and keep under review a policy to take forward the College's commitment to equality, diversity and inclusion (ED&I) in all areas of its work
- j) To propose for the approval of the Board an annual action plan to advance ED&I and monitor its implementation

3. MEMBERSHIP

- a) The Committee will comprise a minimum of six and a maximum of eight members of the Governing Body including the Principal and two Staff Governors.
- b) The Governing Body may appoint additional members with specific experience as it thinks appropriate. Additional members need not be members of the Governing Body.
- c) No meeting of the Committee will be quorate unless:
 - i. at least three members are present;
 - ii. at least 40 per cent of members are present; and
 - iii. members of the Governing Body constitute a majority of the members present.

4. OFFICERS OF THE COMMITTEE

- a) The Committee shall elect as its Chair an external governor who is a member of the Committee.
- b) The Clerk to the Governing Body shall be the Clerk to the Committee.

5. ACCESS TO INFORMATION AND ATTENDANCE AT MEETINGS

The Committee has the power to invite such persons to attend meetings as may be desirable and necessary.

6. FREQUENCY OF MEETINGS

The Committee will normally meet twice a year.