**Item 4.3.1**

1. **PURPOSE**

1.1 To consider, review and advise the Board on matters not delegated to the CEO and connected with the staffing of the College, including current and projected staffing needs, staff retention, talent management, recruitment policy, succession planning, contractual arrangements and the remuneration and other terms and conditions of all College staff, other than the Senior Post holders who will be discussed by the Search, Performance and Remuneration Committee.

1.2 Acting within the policies and strategies of the Board, to have delegated powers to deal with matters outlined in 5. Terms of Reference.

1.3 The Committee will oversee the College’s People Strategy, policy and practice, to ensure that the College is managing its people issues effectively, in keeping with good practice and monitoring how people strategies contribute to improved organisational performance.

1. **COMPOSITION**

2.1 The members will be appointed by the Corporation from its members and will consist of the CEO (or designate), and up to five other members of the Board but not the student governors.

2.2 In addition, the Committee may co-opt up to two persons who are not Board members. Co-opted Governors will be appointed for a two-year renewable term of office.

2.3 The Committee will elect a Chair and Vice Chair from its membership and seek approval from the Board. The Co-opted Member may not be elected as Chair.

2.4 The main College Officer will be the Director of People. The Committee may invite other college officers as required.

**3. MEETINGS**

3.1The Committee will meet at least three times a year and on other occasions if circumstances require.

3.2 The Committee will hold an annual meeting with Trade Union representatives (following an agreed protocol) outside the formal Committee.

1. **QUORUM**

4.1 The quorum will be 40% with at least three members present. Co-opted Governors have full voting rights and are counted as part of the quorum

1. **TERMS OF REFERENCE**

5.1 The Committee will be expected to satisfy itself that College’s human resources management activities and People Strategy related activities are adequate and effective.

5.2 Acting within the policies and strategies of the Board, to have delegated powers to monitor and evaluate the following matters:

1. People strategy and pay framework for College staff
2. arrangements for interviewing and appointing staff, including agreeing on governor involvement in different types of appointments and ensure every member of staff has a contract of employment.
3. requirements for safer recruitment
4. impact of staff appraisal and development arrangements (outside of Senior Post Holders)
5. impact of staff absence, recruitment and retention
6. staffing structure to ensure it reflects the needs of the College in terms of curriculum delivery
7. reports from staff representative bodies and staff surveys
8. reports on culture and engagement integration
9. staff wellbeing, ensuring work / life balance issues for all staff are given proper consideration when making decisions and that the working conditions and wellbeing of the staff are kept under review.
10. promote equity and diversity concerning HR
11. Staff Safeguarding issues

5.3 The Committee will approve and recommend to approve as appropriate employment, disciplinary, grievance and appeal policies

5.4 The Committee ensure the schedule 4[[1]](#footnote-1) requirement that the Board publishes arrangements for obtaining the views of staff/students on the matters for which the Board is responsible.

1. **NON DELEGABLE FUNCTIONS IN RELATION TO HR**

6.1 The Board has responsibility for the following which the Committee will consider and recommend:

* + Article 3.1(a) - publishing arrangements for obtaining the views of staff on the determination and periodic review of the educational character and mission of the institution and the oversight of its activities.
  + Article 3.1(g) - setting a framework for the pay and conditions of service of all other staff (apart from senior post holders). The CEO is responsible within this framework for the appointment, assignment, grading, appraisal, suspension, dismissal and determination of the pay and conditions of service of staff.
  + The Committee is authorised by the Board to obtain outside legal or other independent professional advice (the Finance Committee to agree on budget) and to secure the attendance of any person with the relevant experience and expertise if it considers this necessary

1. **RELATIONSHIP WITH THE SEARCH, PERFORMANCE AND REMUNERATION COMMITTEE**

7.1 It is the purpose of the Search, Performance and Remuneration Committee to determine, and advise the Board on the remuneration, grading pay and conditions of service for senior post-holders. The Search, Performance and Remuneration Committee also oversees the effectiveness of the senior post holder appraisal process and the extent to which performance targets are met.

1. **REPORTING ARRANGEMENTS**

8.1 The minutes of meetings of the Committee (excluding reserved business items) will be circulated to all members of the Board.

1. **POLICIES ALLOCATED FOR DISCUSSION AND APPROVAL**

9.1 Including, but not limited to:

1. Whistleblowing Policy *(Board Approval Required)*
2. Health, Safety & Welfare Policy *(Board Approval Required – reviewed joint with Audit, Risk & Compliance Committee)*
3. Equity, Diversity and Inclusion Policy *(Board Approval Required – reviewed joint with Curriculum & Standards Committee)*
4. Arrangements for Obtaining the Views of Staff and Students *(Board Approval Required)*
5. *Staff Code of Conduct (To note – Executive Team Approval)*
6. *Staff Grievance Procedures (To note – Executive Team Approval)*
7. *Staff Disciplinary Procedure and Policy (To note – Executive Team Approval)*
8. *Safer Recruitment Policy (To note – Executive Team Approval)*
9. *Pay Policy (To note – Executive Team Approval)*
10. *Sickness Absence Policy (To note – Executive Team Approval)*
11. Arrangements for Interviewing & Appointing Staff *(Executive Team Approval Required)*
12. **ROUTINE REPORTS RECEIVED BY THE COMMITTEE**

10.1 Including, but not limited to:

1. People & Culture Report, including: Agreed Key Metrics, Single Central Record, Gender Pay Gap Reporting, Restructures, Trade Unions, Workforce profile, incidents of staff whistleblowing, incidents of staff safeguarding matters, equity, diversity and inclusion, staff appraisal and development activity and exceptions.
2. Pay framework
3. People Strategy
4. Reports on Staff appraisal and development arrangements
5. Teaching staff structure report
6. Gender pay gap report

**TOR Approved by:**

P&C Committee: 9th June 2022

ESCG Board: 5th July 2022

1. https://www.legislation.gov.uk/ukpga/1992/13/schedule/4 [↑](#footnote-ref-1)