

HUMAN RESOURCES COMMITTEE – TERMS OF REFERENCE

1. MEMBERSHIP

- 1.1 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 ESCG Board but not the staff or student members.
- 1.2 In addition, the Committee may co-opt up to two persons who are not ESCG Board members for terms of four years.
- 1.3 The Committee will elect a Chair and Vice Chair from its membership.
- 1.4 College officers will be the Executive Director Resources and Organisational Development and the Director of HR and Organisational Development
- 1.5 Any elected member shall be eligible for reappointment.

2. MEETINGS

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

3. QUORUM

The quorum will be 40% with at least three members of the ESCG Board present.

4. PURPOSE

- 4.1 To consider, review and advise the Board on matters not delegated to the CEO connected with the staffing of the College, including current and projected staffing needs, staff retention, recruitment policy, 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 Remuneration Committee.
- 4.2 Acting within the policies and strategies of the Board, to have delegated powers to deal with the following matters:

5. TERMS OF REFERENCE

- 5.1 HR strategy and pay framework for College staff
- 5.2 to approve and recommend to approve as appropriate employment, disciplinary, grievance and appeal policies
- 5.3 staff appraisal and development
- 5.4 reports from staff representative bodies and staff surveys
- 5.5 reports on culture and engagement integration
- 5.6 reports on Health and Safety matters affecting staff *

5.7 promote equality and diversity with respect to HR *

5.8 Safeguarding for staff

5.9 An annual meeting with Trade Union representatives (following an agreed protocol) outside the formal Committee

5.10 To satisfy the schedule 4¹ requirement that the ESCG Board publishes arrangements for obtaining the views of staff/students on the matters for which the corporation is responsible.

*Health and Safety and promotion of equality and diversity for students will be addressed by the College Boards.

6. NON DELEGABLE FUNCTIONS IN RELATION TO HR

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

6.1 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.

6.2 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 ESCG Board to obtain outside legal or other independent professional advice (the Finance Committee to agree budget) and to secure the attendance of any person with the relevant experience and expertise if it considers this necessary

Recommended by the HR Committee of 20 May 2019 and approved by the ESCG Board on the 25 June 2019

¹ <https://www.legislation.gov.uk/ukpga/1992/13/schedule/4>