

TERMS OF REFERENCE HUMAN RESOURCES COMMITTEE

CONSTITUTION

The Committee is a Committee reporting to the Corporation.

MEMBERSHIP

Members will be members of the Corporation or those who are not Members of the Corporation but who are co-opted by the Corporation. Students shall not be Members, but the Principal will be a Member and there will be one Member drawn from the teaching staff and one Member drawn from the support staff. Members and Observers are appointed by the Corporation for such periods as they determine. Staff members (other than the Principal) may be asked to leave for items that are deemed confidential by the Chairman.

The Chairman of the Committee will be selected by the Corporation.

QUORUM

The quorum is two members, save that there will be at least one member present who is not a member of staff.

ATTENDANCE

The Vice - Principal, Assistant Principal (Director of Finance & Estates) and the Clerk to the Corporation will normally attend meetings. Others may attend at the invitation of the Chairman.

PURPOSE

- 1) To consider and advise the Corporation as appropriate on advice and information received from, inter alia, the Young Persons Learning Agency (YPLA) The Association of Colleges and the Sixth Form Colleges' Forum on personnel matters.

- 2) To consider and advise the Corporation as appropriate on setting a framework for pay and conditions of service for staff other than senior post holders.

- 3) To consider and approve College policy on union recognition and liaise as appropriate with staff representatives.

- 4) To consider and approve College Human Resources policies and advise the Corporation as appropriate.

- 5) To undertake the delegated authorities as set out in the Human Resources policies.

6) To consider and advise the College on arrangements for Equality and Diversity.

FREQUENCY

Meetings will normally be held once a term in advance of a Corporation meeting.

AUTHORITY

The Committee has specific authority as delegated by the Corporation from time to time. It also has delegated authority as set out in these terms of reference and in the business procedures.

REPORTING

The Clerk will be the Clerk to the Corporation. Formal minutes will be taken of all meetings and will be presented to the next meeting of the Corporation. Minutes will be approved and signed at the next meeting of the Committee.

Last reviewed: June 2011 Corporation Approved: July 2011 Review: Annual
