



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

ATTENDANCE

The Deputy Principal, Assistant Principal (Director of Resources) 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 statutory funding bodies, The Association of Colleges and the Sixth Form Colleges' Association 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.
- 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 Equality and Diversity issues relating to HR issues.

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.

Corporation Approved: July 2017

Review: Annual