

HUMAN RESOURCES COMMITTEE

TERMS OF REFERENCE 2019/2020

Purpose of the Committee

The purpose of the Committee is to provide oversight for strategic human resources and related matters. It is responsible for ensuring that the University's Human Resource plans, policies, processes and functions effectively support the University to achieve its operational and strategic objectives. The remit of the Committee is University wide and extends beyond the monitoring of the Human Resources Department.

Membership

The membership of the Committee shall consist of the following core members:

Up to four external Governors appointed by and from the Board of Governors
Chair of the Board of Governors (*ex officio*)
Vice-Chancellor (*ex officio*)

In attendance:

Academic Staff Governor
Support Staff Governor
Staff Representative
Executive Director of Human Resources
Deputy Vice-Chancellor

Other governors may be co-opted to participate in specific decisions or discussions either by prior decision of the Board of Governors or by invitation of the Chair.

Members of staff and third parties may be invited to attend meetings by agreement with the Chair.

Quorum

The quorum shall be 40% of the membership of whom more than half shall be independent members.

Terms of Reference

The Committee is:

- (1) To determine and recommend to the Board of Governors the University's People Plan and to monitor performance against the Plan, identifying opportunities and noting any risks that may impinge upon its effective delivery.
- (2) To oversee and review the University's approach to developing a positive and supportive working environment for all staff.

- (3) To keep under review and approve the approach undertaken in relation to the national bargaining process for the settlement of pay for staff other than Senior Postholders.
- (4) To keep under review and approve on behalf of the Board of Governors policies in line with the Protocol for Approval of Human Resources Policies.
- (5) To advise and oversee the University's approach to equality and diversity and to keep under review performance in this area.
- (6) To advise and oversee the University's development and deployment of strategies and approaches for talent management and succession planning.
- (7) To oversee the effective discharge of legal compliance and other requirements upon the University as an employer.
- (8) To consider on behalf of the Board of Governors any staff appeals, grievances, employment tribunals and collective disputes that fall within its remit.
- (9) To offer guidance on best practice in Human Resources management matters, including consideration and scrutiny of workforce data.

Conduct of Business

The Committee may conduct its business via any communication method that is deemed suitable by its Chair.

Frequency of Meetings

The Committee should normally meet at least four times per annum.

Clerking

The Clerk to the Board of Governors will be responsible for the organisation of meetings, facilitating communication and for the provision of clerking services to the Committee.

Records of Decisions

Formal minutes shall be taken of all meetings and made available to governors.

Amendments to the Terms of Reference

Amendments to the membership and terms of reference of the Committee may be proposed by any governor at any time but shall only be formally approved by the Board of Governors.

Review of the Terms of Reference

The membership and terms of reference of the Committee shall be formally reviewed on an annual basis by the Board of Governors.