

PEOPLE, CULTURE AND ENGAGEMENT COMMITTEE

TERMS OF REFERENCE 2024/2025

Purpose of the Committee

The purpose of the Committee is to guide and support the delivery of the University Strategy by overseeing and evaluating how the University utilises and enhances the skills, experience and behaviours of staff to create and sustain a University-wide culture of ambition, high performance and active engagement.

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
Professional Staff Governor
Staff Representative
Chief People Officer
Provost

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 purpose of the Committee is:

- (i) To oversee and review the University's approach to developing an ambitious, positive and effective working environment that enables all staff to contribute effectively.
- (ii) To oversee the "people contribution" to all aspects of the University Strategy by gaining assurance that the University is deploying and engaging its staff effectively to deliver its strategic imperatives.
- (iii) To explore the "lived experience" of University staff to ensure that all have opportunities to contribute and engage in activities that facilitate the delivery of the University Strategy.
- (iv) To help to clarify the expectations and performance characteristics necessary to attain the Hallmarks of a Portsmouth employee and to explore how required skills, experience and behaviours are identified, fostered and supported to sustain a culture of ambition and high performance.
- (v) To ensure that the University has effective policies, processes and practices to attract and retain high-calibre staff who contribute to high organisational performance.

- (vi) To ensure that the University has effective policies, processes and practices for performance management, pay and reward, staff development, talent management and succession planning.
- (vii) To ensure the promotion of a workplace culture that is underpinned by the University's values.
- (viii) To ensure that the University proactively improves equity and effectively promotes and champions equality, diversity and inclusion.
- (ix) To approve employment policies that have contractual implications for employees and/or for compliance with the University's legal and regulatory duties as an employer.
- (x) To monitor and evaluate the implementation, effectiveness and impact of the University's employment policies and practices, including receipt of summary reports detailing the salient points arising from staff appeals and employment.
- (xi) To gain assurance of the University's compliance with its legal and regulatory duties as an employer.
- (xii) To periodically review the University's engagement in national pay bargaining and the progress and effectiveness of these processes.

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.