

People Committee – Terms of Reference

Purpose:

The purpose of the People Committee is to assist the Corporation Board in its oversight role of the People and Organisational Development functions to ensure that the College's strategic objectives are achieved. The Committee must be assured that all relevant legal and compliance requirements are being met.

Authority:

The Committee is established in accordance with paragraph 4 of the Articles of Government, known as "The People Committee".

The Committee's actions are open to scrutiny and approval by the full Corporation. The delegation of functions does not absolve the Corporation from accountability for the conduct and decisions of its committees. The Corporation remains responsible for the proper conduct of the College for undertaking its duties under the instruments and articles of government and for complying with the other legislation to which it is subject. The Terms of Reference of the Committee may be varied at any time by the Corporation.

Where there is delegated authority for approval, this must be in line with the Board approved College Strategy and relevant underpinning strategies, any deviation from this must be referred to the Board.

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Remit:

The Board has delegated responsibility to the Committee to:

Equality, Diversity and Inclusion:

Recommend:

- The EDI Strategy for Board approval. **Reporting: EDI Strategy.**
- The EDI objectives for Board approval. **Reporting: EDI Objectives.**

Have strategic oversight of:

- The development, implementation and delivery of the College's EDI Strategy (following recommendation and Board approval) and associated delivery plans, and monitoring of relevant KPIs. **Reporting: EDI Strategy / EDI Updates.**
- Compliance with the Equality Act and Public Sector Equality Duty. **Reporting: EDI Annual Report.**
- Equality, Diversity and Inclusion matters impacting on the staff and/or student experience. **Reporting: EDI Annual Report.**

- Progress against agreed equality objectives. **Reporting: EDI Annual Report.**

Recommend:

- The Gender Pay Gap Report for Board approval. **Reporting: Gender Pay Gap**
- The Modern Slavery & Human Trafficking Statement for Board approval. **Reporting: Modern Slavery & Human Trafficking Statement.**

People:

Recommend:

- The People Strategy for Board approval. **Reporting: People Strategy.**

Have strategic oversight of:

- The development, implementation and delivery of the College's People Strategy (following recommendation and Board approval) and associated delivery plans, and monitoring of relevant KPIs. **Reporting: People Strategy / HR Updates.**
- Compliance with employment legislation and regulatory requirements. **Reporting: HR Annual Report.**
- The efficiency and effectiveness of the College's staffing resource and requirements, and the impact of this on the People Strategy. **Reporting: HR Annual Report.**
- Strategic human resource and organisational development issues across the College. **Reporting: HR Annual Report / HR Updates.**
- Key employment issues, both local and national, including monitoring changes in workforce trends. **Reporting: HR Annual Report / HR Updates.**
- Completion rates of Staff surveys and levels of staff satisfaction and associated action plans. **Reporting: Staff Survey.**
- Pay discussions, ensuring alignment with the College's Pay Policy, People Strategy and EDI Strategy, receiving assurance that there are no biases pertaining to gender or other protected characteristics within the pay structure. **Reporting: Pay Discussions.**

Health, Safety and Wellbeing:

Have strategic oversight of:

- Health, safety and wellbeing of staff, students and visitors. **Reporting: Health & Safety Annual Report.**
- Compliance with Health and Safety legislation, regulatory requirements and best practice standards. **Reporting: Health & Safety Annual Report.**

- Other matters affecting the wellbeing or effectiveness of staff and students outside the remit of another Committee. **Reporting: Health & Safety Annual Report / HR Annual Report.**
- Emerging health and safety matters. **Reporting: Health & Safety Annual Report / H&S Updates.**

Policies

Recommend:

- Relevant policies relating to the remit of the People Committee which require Board / Committee approval, ensuring alignment to the College strategy. **Reporting: Policies.**

Risk

Have strategic oversight of:

- The Strategic Risk Register in relation to those risks under the Committee remit. **Reporting: Strategic Risk Register.**

Other

- To carry out matters in line with the above not specifically referenced, or as the Corporation refers.

Reporting:

The Director of Governance & Compliance will share Chair approved Committee minutes as part of the next Board Meeting for information. This shall be alongside the Chair's update, highlighting key points from the meeting.

Composition:

The Committee shall comprise a minimum of 4 members, the majority of which must be Corporation Members. Co-opted members are able to be appointed to the Committee.

The Committee may invite the Corporation's advisers or other third parties to attend meetings as appropriate (such persons shall be entitled to speak at the meeting, but not to vote).

Frequency of Meetings

The Committee will meet not less than 3 times per year.

Quorum:

The quorum for meetings shall be 3 members, including Co-opted members, the majority of which must be Corporation Members.

Chair:

The Chair of the Committee will be appointed by the Corporation.

In the absence of the Chair and Vice Chair, the Committee will appoint another member to act as Chair for that meeting.

Vice Chair:

A Vice Chair will be appointed by the Committee at the first meeting of each academic year.

Clerk:

The Director of Governance & Compliance (or their nominee in their absence) shall act as Clerk to the Committee.

In the absence of the Clerk, the Committee shall agree temporary arrangements to fulfil the role.

Term of Office:

Appointment of members of the Committee will cease either; at the end of their term of office as a governor or following a review of Committee Membership approved by the Board.

Members may terminate their membership by notice of resignation to the Director of Governance & Compliance.

Other Arrangements:

The Committee is authorised by the Corporation to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with the relevant experience and expertise if it considers this necessary.

Papers, unless confidential / where appropriate, will be circulated to all meeting invitees in advance of a meeting.