



## Employment Committee Terms of Reference

**Last approved by:**

Board of Governors, 30<sup>th</sup> March 2020

**Date(s) modified:**

August 2020, September 2020

**Next Review Date:**

March 2021



## TERMS OF REFERENCE AND MEMBERSHIP

### Employment Committee

**CHAIR: Wendy Williams**

#### **1. AUTHORITY**

The Committee is authorised by the Board of Governors to investigate any activity within its terms of reference. Normally, in consultation with the Vice-Chancellor and the Chair of the Board of Governors, it is authorised to seek any reasonable and appropriate information it requires from any employee, and all employees are directed to co-operate with any request made by the Committee. The Committee is also authorised by the Board of Governors to obtain outside legal or other independent professional advice and to secure the attendance of non-members with relevant experience and expertise it considers necessary, normally in consultation with the Vice-Chancellor and the Chair of the Board of Governors.

#### **2. SPECIFIC RESPONSIBILITIES**

##### **Policy & Strategy**

- 2.1 To approve and keep under review, on behalf of the Board of Governors, the University's Human Resources Strategy ensuring efficient and effective recruitment, development and deployment of the University's staff resources, and the on-going development of the University as a learning community.
- 2.2 To ensure agreed action plans to implement and monitor the equality and diversity strategy are progressed throughout the University, including any measurable equality and diversity objectives that it has set, and outlining progress on implementation on an annual basis, in accordance with the Equality Act 2010.
- 2.3 To consider and make recommendations to the Board of Governors on those University policies that may have impact on staff.

##### **Pay & Conditions of Service**

- 2.4 To consider reports on national pay & conditions within the Higher Education Sector and their implications for the University.
- 2.5 To consider, on behalf of the Board of Governors, the proposals of the Vice-Chancellor concerning the general framework for pay and conditions of service of staff (other than holders of senior posts designated as those staff on HAY grades and above, including the Professoriate), and to make recommendations to the Board of Governors.

##### **Monitoring**

- 2.6 To monitor aspects of Employment practice and outcomes, receiving appropriate reports from the Executive Director of Human Resources.
- 2.7 To receive an annual report on staff development practice.

- 2.8 To ensure that there are arrangements in place to: eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity between people who do and do not share a protected characteristic; and foster good relations between people who share and those who do not share a protected characteristic.
- 2.9 To monitor all matters pertaining to sustainability, Health and Safety policies and practices, including the receiving of annual reports.
- 2.10 To consider and take action as appropriate on all other reports relating to aspects of the relationship between the Board as employer and its employees.
- 2.11 To receive regular reports on the implementation and performance of policies as determined under (6) above.
- 2.12 To monitor compliance against legislation relevant to the work of the Committee.

### **Specific Delegated Authority**

- 2.13 To approve and keep under review general employment policies and procedures (other than for holders of senior posts), including policies relating to: Employment; Grievance; Discipline; Equal Opportunities; Staff Development, sustainability and Health & Safety.
- 2.14 To approve the pay award for those staff covered by National Pay Bargaining, and for those staff who are not covered by the National Bargaining arrangements (but excluding senior managers and the Professoriate whose pay award is decided by the Remuneration Committee).

### **Risk Management**

- 2.15 To keep under review risks associated with those matters considered the responsibility of the Committee, as determined by these Terms of Reference.
- 2.16 To keep under review risks associated with the Human Resources Strategy, including: the capability of staff at all levels to deliver the academic portfolio and the University’s mission and strategy; succession planning for key staff; staff retention; and the effectiveness of staff appraisal, staff consultation and staff development systems and support mechanisms.

## **3. CONSTITUTION**

The constitution of the Committee is detailed below:

### **3.1 Reporting and Membership**

<b>Reporting to:</b>	Board of Governors
<b>Reporting Committees:</b>	N/A
<b>Working Panels/Groups:</b>	N/A
<b>Receive minutes from:</b>	Health and Safety Committee Equality, Diversity and Inclusivity Committee

	Joint Consultative and Negotiating Committee
--	--

	<b>Job Title / Representative</b>	<b>Title and Name</b>
<b>Chair</b>	External Independent	Wendy Williams
<b>Secretary</b>	Clerk to the Board	Michael Thompson
<b>Members</b>	External Independent	Anthony Akaraonye
	External Independent	Shirley Anderson (Deputy Chair)
	External Independent	Nicky Benson
<b>Attendees</b>	Vice-Chancellor & Chief Executive	Ian Campbell
	University Secretary & General Counsel	Maria Burquest
	Executive Director of Human Resources	Tina Purkis
<b>Invitees</b>	Invitees including members of the Board are permitted to attend subject to the Chair's approval	

### 3.2 Quorum

To ensure that the Employment Committee is quorate, meetings will only proceed if two external members are present.

### 3.3 Frequency

A minimum of three meetings per academic year.

## 4. STANDING ORDERS

- 4.1 Notice of Committee meetings will be left or sent to the usual place of residence of each member or to any other address a member may specify.
- 4.2 At least five clear days' notice shall be given prior to each meeting.
- 4.3 For urgent notification of a meeting, the minimum period of notice shall be one working day.
- 4.4 The notice of the meeting should specify the time, place of the meeting and the items of business to be transacted.
- 4.5 The inadvertent non-delivery of the notice of the meeting shall not affect the validity of the meeting.

- 4.6 Documents and reports to be considered at the meeting shall normally be circulated with the agenda.
- 4.7 The Committee may request other staff or external advisers to attend from time to time as required.
- 4.8 Members shall not be entitled to appoint proxies to attend or vote instead of them at meetings.
- 4.9 If any Committee member has any pecuniary, family or other personal interest, direct or indirect, in any contract or proposed contract or other matter and is present at the meeting at which the proposed contract or other matter is the subject of consideration, then the member, as soon as practicable, shall disclose that fact and shall not take part in the consideration or discussion of or vote on any question with respect to the contract or other matter. The member, if requested by the Chair, will withdraw from the meeting.
- 4.10 The Vice-Chancellor shall withdraw from any meeting or part thereof where the position of the Vice-Chancellor is being considered.
- 4.11 The Chair may designate certain items of business as confidential or “reserved business”. Items which are deemed to be confidential or reserved items of business are matters relating to named members of staff or students, or prospective members of staff or students, or to matters which the Committee having satisfied itself should be dealt with on a confidential basis.
- 4.12 During discussion of items of reserved business, the Chair may require certain Governors, the Vice-Chancellor, or members of staff to withdraw from the meeting.
- 4.13 Any minutes of items designated as “reserved business” shall be excluded from the published minutes made available to staff and students and to those Governors who withdraw from that item, except where the Chair expressly requests inclusion of a full or summary minute to be included for wider circulation.
- 4.14 The Chair shall be empowered, following consultation, to deal with matters of urgency arising outside the Committee meetings where it is not deemed advisable to await until the next scheduled meeting. Any matters of urgency dealt with under such action shall be reported to the next meeting of the Committee.
- 4.15 The minutes of Committee meetings shall be kept by the University’s Secretariat and are available on request.
- 4.16 The minutes shall be available for inspection by any Committee member at any time.
- 4.17 The minutes shall be signed at the next meeting of the Committee by the Chair of the meeting.

## **5. AMENDMENTS AND REVOCATION OF TERMS OF REFERENCE**

These Terms of Reference may only be amended or revoked by decision of the Board.

The Terms of Reference are reviewed on an annual basis and as part of the 4-yearly Governance Effectiveness Review, or more frequently in the light of experience or changes in governance practice.