HUMAN RESOURCES COMMITTEE
TERMS OF REFERENCE

1. Objectives

The Human Resources Committee is a Principal Committee of the Board. Its principal objective is to assist the University Council and the Board of the College to fulfill their functions by providing timely advice on areas within its remit.

2. Membership

2.1 The Committee, which shall be appointed by the Board, shall have the following membership:

- The Vice-Provost
- The Senior Lecturer
- At least two Elected Board members
- Two Heads of School
- A Faculty Dean
- One representative of the Partnership Committee
- Welfare Officer
- Students’ Officer
- The Academic Secretary
- The Treasurer (or nominee)
- The Director of Human Resources

In attendance: The Establishment Manager

2.2 The Chairperson to the Committee shall be an elected Board member.

2.3 Membership of the Committee shall be reviewed regularly by the Chairperson in consultation with the Registrar and changes as required shall be recommended to the Board at that time.

2.4 Members of the Human Resources Committee should be appointed for a three year term, renewable for a further three years.

3. Meetings, Quorum and Sub-Committees

3.1 The Committee shall meet quarterly throughout the year, or more frequently if the business requiring its attention should so dictate.

3.2 Joint formal meetings with other Principal Committees of Board may be convened as business requires.
3.3 The Staff Secretary shall act as Secretary to the Committee and be responsible for the preparation and distribution of agenda, papers, minutes and reports following consultation with the Chairperson of the Committee.

3.4 An agenda and papers will normally be circulated one week in advance of each meeting. The Agenda items will be classified as follows:

   Section A items – Policy Issues
   Section B Items – Oversight of policy matters
   Section C items – Items for Noting

3.5 The quorum for meetings shall be seven (50% of the membership plus one)

3.6 Other College Officers shall attend meetings by invitation for specific agenda items. The Committee may also invite any Officer of the College, or other person to attend any meeting(s) of the Committee, as it may from time to time consider desirable, to assist the Committee in the attainment of its objectives.

3.7 The draft Minutes of the Human Resources Committee shall be circulated to the University Council and to the Board as soon as possible for noting and/or discussion/decision as necessary. The Board representatives on the Committee shall be available to report orally to the Board on key aspects of the proceedings of the Committee as required.

3.8 The Chair of the Committee and other Board representative(s) on the Committee shall be available to report orally to the Board on key aspects of the proceedings of the Committee as required.

3.9 In order to aid its operation the Human Resources Committee may establish advisory groups from the user communities and may arrange for subgroups to consider specialist issues and bring forward recommendations to the Committee.

4. Duties

The core duties of the Human Resources Committee shall be:

4.1 Policy

(i) Investigate and make recommendations to the University Council and the Board on any aspect of policy affecting staff in the College in regard to the following areas:

   (a) Recruitment and Selection
       To review recruitment and selection procedures to ensure that College policy and practice is consistent with best practice and procedures.

   (b) Pay and Conditions of Employment
To develop policies in regard to pay and conditions of employment for all categories of staff. These policies shall be reviewed in the context of both the internal and external environments which directly influence the College and its ability to meet its strategic objectives.

(c) Staff Relations
To review policies for recommendation to the University Council and the Board in regard to:
(1) Joint Consultative and Negotiation Procedures
(2) Disciplinary Procedures
(3) Grievance Procedures
(4) General policies, procedures and regulations affecting employees of the College, including, *inter alia*, academic leaves of absence, Career Breaks and leaves of absence for other purposes and for staff other than academic staff, whether with or without pay.

(d) Staff Development
To develop and monitor the implementation of policies that will support all members of staff to reach their professional and career potential within the context of the strategic objectives of the College

(ii) Make policy recommendations to Council and Board regarding issues of equality as between staff in the Faculties - and in the Central Administration – to ensure that common policies are determined and are universally adopted

4.2 Oversight and Advisory

(i) Oversee the implementation of College’s strategy on Human Resources arising from the College’s Strategic Plan

(ii) Monitor and review the implementation of policies for the provision and delivery of Human Resources services in College

(iii) Review risk registers for areas within its remit and identify necessary action

(iv) Regular oversight on all key issues in a report from the Staff Secretary, this to constitute a standing agenda item for the Committee, and the submission of an annual report from the Staff Secretary

(v) To develop, implement and monitor a Performance Management Development System in the context of the strategic objectives of the College and in line with the requirements of national agreements

(vi) Monitor the activities of advisory committees and/or working groups through consideration of minutes, recommendations and/or presentations to the Committee
4.3 Authority

The Committee will operate under the delegated authority of the Board.

(i) The Committee may establish and approve terms of reference and membership for sub-committees/groups as may be required to advise on activities relating to College Human Resources and related matters.

(ii) The Committee shall, where appropriate, devise and regularly review the criteria and procedures used by its sub-committees/groups.

(iii) The list of sub-committees/groups may be amended/ altered as required at any time as directed by the University Council and the Board. The Human Resources Committee will receive from each of its sub-committees/groups the minutes of their meetings for noting. These sub-committees shall be deemed to have fully delegated powers and will bring their recommendations (e.g. in relation to promotions) directly to the University Council and/or the Board, as appropriate, but shall refer to the Human Resources Committee any issues of policy which arise from their deliberations.

(iv) The Committee may consider/review any matter falling within its terms of reference, calling on whatever resources and information it considers necessary to do so.

(v) The Committee is authorised to seek any information it requires from any necessary employee of the College or associated body to enable it discharge its responsibilities and shall have made available to it on a timely basis all information requested from any employee in a clear, concise and well organised manner.

5. Performance Evaluation

The Committee shall review its performance annually, and shall report the conclusions and any recommendations arising from this review in its draft minutes to Board.

Human Resources - Schedule of Sub Committees

- Senior Promotions Committee
- Junior Academic Progression Committee
- Administrative and Library Staff Review Committee
- Library Staff Review Committee
- Secretarial and Executive Officer Staff Review Committee
- Technical Staff Committee
- Partnership Committee

9th February 2011