

COMPOSITION AND TERMS OF REFERENCE

HUMAN RESOURCES COMMITTEE

Last reviewed by the Committee:

10th June 2009

Last formal approval by Corporation:

4th November 2009

Statutory Authority

The Articles of Government of Otley College Clause 4 (1) gives the Corporation power to establish a Committee of the Corporation for any purpose or function other than those assigned elsewhere in the Articles to the Principal, and states that the Corporation may delegate power to such a Committee.

Clause 4 (2) states that the members of the committee, and the terms on which they hold office, shall be determined by the Corporation.

Clause 7 states that any committee established by the Corporation may include persons who are not members of the Corporation.

Membership and Quorum

- (i) Five Governors to be appointed at the Annual Meeting of the Corporation in the autumn of each year. One Governor, (other than the Principal, a staff or a student governor), shall be appointed by the Corporation to be Chairman of the Committee.
- (ii) The Principal
- (iii) The Quorum shall be two members

Terms of Reference

The Corporation has delegated its responsibilities for the Conduct of Otley College to the Principal or to the Human Resources Committee as follows:

- (i) The Principal:
 - (a) The Principal shall be responsible for the preparation of a framework for pay and conditions of all staff (except for the holders of Senior Posts) in consultation with the Human Resources Committee, for approval by the Corporation
 - (b) The Principal shall be responsible for making arrangements for the appointment, grading, suspension and dismissal of staff (except for holders of Senior Posts) within a framework agreed by the Human Resources Committee.

- (ii) The Human Resources Committee
 - (a) Members of the Human Resources Committee (supplemented if necessary by other Governors, but not to include the Principal, a Staff governor or a student governor) shall discharge any responsibility of the Corporation for consideration of appeals under Grievance, Competence, Redundancy or Disciplinary procedures by members of staff (other than holders of Senior Posts).
 - (b) The Human Resources Committee shall be responsible for ensuring that the Human Resource Strategy of the College clearly derives from the overall Strategic Plan approved by the Corporation.
 - (c) The Human Resources Committee shall be responsible for ensuring that the Human Resource Policies and Procedures adopted by the College derive from the HR Strategy and contribute directly to the achievement of the College Strategic Plan, comply with Employment, Health and Safety, Equal Opportunities and other relevant legislation and reflect accepted good practice in the public sector.
- (iii) The Corporation has delegated its responsibilities for monitoring the performance of the College to the Human Resources Committee in respect of the following matters (by consideration of a termly report from the HR Director):
 - (a) Staff expenditure (FT teaching, fee-paid teaching, agency teaching, support) for the past term and cumulative compared to budget together with report of action taken to correct adverse trends.
 - (b) Usage of Disciplinary or Grievance procedures (including Industrial tribunals) where staff have had employment terminated.
 - (c) Industrial relations problems and resolution.
 - (d) Pay and conditions of service negotiations with recognised Trade Unions and pay award proposals.
 - (e) Health and Safety report (before forwarding to all governors).
- (iv) The Corporation requires the Committee at least once each year, normally in the Spring Term, to consider the information and training needs of its members as they relate both to their work as members of the committee and as members of the Corporation, and to report them in writing to the Corporation.

Conduct of Meetings

- (i) The committee will normally meet on 3 occasions each year, on dates set for the following eighteen months in the calendar approved annually by the Corporation. Special meetings shall be called by the Clerk at the request of the Chairman or any two members under similar general rules as apply to Special meetings of the Corporation. All meetings shall be conducted to timed agenda.

- (ii) The agenda of each meeting shall be prepared by the Clerk in consultation with the Principal and Chairman of the Committee, and circulated together with all relevant agenda papers to all members of the Committee at least seven days before each meeting. (Copies of agenda and papers shall also be circulated as directed from time to time by the Corporation).

At each meeting a report shall be made on any information or training received by a member (other than an SMT member) or generally, and on any involvement of members with College activities.

- iii) Where matters of a sensitive or confidential nature are to be discussed at a meeting, the Clerk, in consultation with the Committee Chairman and if necessary the Chairman of the Corporation, shall reserve these matters to a confidential (Part II) agenda. Details and papers of such agenda shall not be circulated unless the circumstances which caused them to be considered as sensitive or confidential no longer pertain.
- iv) A Staff Governor shall not normally be entitled to attend those parts of meetings at which his or her personal remuneration, conditions of service, promotion, conduct, suspension, dismissal or retirement or those of any member of staff holding a post senior to his or her own are to be considered (Articles of Government Para. 14), nor shall he or she be entitled to receive papers relating to such matters.
- v) At the first meeting of the Committee after the autumn meeting of the Corporation the Committee shall appoint one of their members to be Vice-Chairman.
- vi) The rules for adoption of resolutions etc. shall be as those directed from time to time in the Instrument of Government for meetings of the Corporation.
- vii) No person other than a member of the Committee or the Clerk to the Corporation shall be entitled to attend meetings of the Committee except at the invitation of the Committee. Such invitation shall be extended normally to:
- The Head of Human Resources

Minutes

- i) Draft Minutes of all meetings of the Committee shall be prepared by the Clerk in consultation with the Principal and Chairman of the Committee and circulated as soon as practicable after the meeting to all members of the Committee and members of the SMT.
- ii) Draft minutes will normally be considered, amended if necessary, and then approved, at the following meeting of the Committee.
- iii) Minutes or Draft Minutes of all meetings shall be circulated to all other Members of the Corporation, and more widely as the Corporation directs, with papers for Corporation meetings.

Report of Meetings

The Clerk, in consultation with the Principal and the Chairman, shall prepare a report of all meetings of the Committee, including any resolutions passed by the Committee, and this report will be presented by the Chairman of the Committee to the next following meeting of the Corporation.

Arthur Hicks
Clerks to the Corporation
June 2009.