

## Colchester Institute Corporation

### PERSONNEL COMMITTEE

#### Terms of Reference

1. **Membership**

The committee shall comprise at least 6 members of the Corporation other than the student members including ex officio the Chair of the Corporation Board and the Principal.

The Board shall have the power to co-opt on to the Committee a person or persons who are not members of the Corporation when desirable.

2. **Chair**

The Chair of the Committee shall be appointed by the Corporation Board. If the Chair and his/her nominated deputy are unable to be present for all or part of a meeting, the Committee shall elect an acting Chair from among its members for that meeting. The Principal or a staff governor is not eligible to act as Chair.

3. **Terms of Office**

Members shall be appointed for a term of office of 4 years, and shall be eligible for re-appointment at the end of their term.

4. **Attendance of Non-Members**

The Director of Human Resources and Projects will normally attend all meetings of the Committee; other employees of the Institute, Board members who are not members of the Committee and professional advisers may be invited to attend meetings of the Committee as appropriate. The Committee shall determine the extent to which it will permit observers to attend its meetings.

Only members of the Committee may vote, others attending meetings may speak by invitation but may not vote.

5. **Quorum**

The Quorum shall be 4 members of the committee of whom one shall be

Either the Chair of the Committee or his/her nominated deputy for the meeting,

Or the Chair of the Corporation Board.

6. **Clerk**

The Clerk to the Corporation shall act as Clerk to the Committee.

7. **Meetings**

The Committee shall meet at least 3 times each year.

The Committee will determine its procedures for identifying matters which are confidential and may, when deemed necessary to do so, go into confidential session and exclude all non members and observers other than the Clerk. Committee members may be excluded in accordance with the Instrument of Government.

## 8. **Reporting Procedures**

- 8.1 The draft Part I minutes will be made available on the College's website and the Governance Portal after they have been approved by the Committee Chair. They will then be presented to the next ordinary meeting of the Committee for formal approval.
- 8.2 The minutes will be sent to all Board members with the agenda for the next Board meeting.
- 8.3 The Committee may designate items of a sensitive or confidential nature to be Part II items and they shall be so designated in the Minutes. Part II minutes will be reviewed at the end of each academic year and released for the public record if the Chair is satisfied that the reason for dealing with the matter on a confidential basis no longer applies.
- 8.4 At the end of each academic year, the Committee will prepare an annual report of its work during the year for submission to the Corporation Board.

## 9. **Responsibilities of the Committee**

- 9.1 To recommend to the Board the College Human Resources Strategy and to monitor its implementation.
- 9.2 To recommend to the Board human resources policies, and procedures that relate to specific employment legislation.
- 9.3 To monitor and annually report to the Board on the staffing needs of the Institute against the strategic plan, financial provision, the needs of the curriculum and the student support services.
- 9.4 To recommend to the Board rules and procedures relating to staff grievances, conduct, suspension, dismissal and appeals after consultation with [the recognised trade unions](#).
- 9.5 To monitor those areas of human resources which impact on the ability of the College to deliver its key objectives eg. sickness absence, staff training and development, staff satisfaction and communications.
- 9.6 To monitor and report to the Board on the performance management systems of the Institute, and working with the Quality and Standards Committee ensure that systems are in place which support improvements in the quality of teaching and learning in the Institute.
- 9.7 To recommend to the Board the Institute's Policy on Equality and Diversity and to monitor and annually report to the Board on its implementation including the specific requirements of legislation.
- 9.8 To approve annually the staff development strategy for the Institute.

- 9.9 To recommend for approval by the Board the recognition of Trade Unions and to agree the procedures for consultation and negotiation with staff and their duly recognised representatives.
- 9.10 To recommend to the Board the Institute's Health and Safety Policy and to monitor and annually report to the Board on its implementation.
- 9.11 To consider and recommend to the Board pay and pension provision for staff.
- 9.12 To recommend to the Board the Constitution of the Students Union and to monitor its implementation. Where appropriate to advise the Board on student support matters.
- 9.13 To recommend to the Board the Institute's Policy on Child Protection and Safeguarding and to monitor its implementation.
- 9.14 To take decisions on any matter where the Board has delegated authority to take such decisions to the Committee. All such decisions must be reported to the Board at its next ordinary meeting.

*Above references to "staff" mean staff other than senior post holders*