

## **HUMAN RESOURCES COMMITTEE 2018/2019**

### **CONSTITUTION, MEMBERSHIP AND TERMS OF REFERENCE**

Agreed at Human Resources Committee on 25 September 2018, Min 6.2(iii) refers.  
Terms last endorsed by the Board of Governors on 10 October 2018, Min 3.4(iii).

## **CONSTITUTION**

The constitution is stated as normally 8 – 10 members with power to co-opt. The Chair is elected by the Committee from among the external Governor members annually (maximum 5 years in office). Staff and students are ineligible to be members of Human Resources Committee (in accord with the Articles of Government, article 5.2). Those present in attendance have the right to speak, but not to vote.

## **MEMBERSHIP AS AT 1 SEPTEMBER 2018**

### **Governor Members (who are eligible to vote)**

Governors appointed by and from the Board  
of Governors

Margaret Scott (Chair)  
Claudia Iton  
Mark Greenwood  
Naim Wilson

Chair of the Board of Governors (*ex officio*)

Jane Hoskins

Vice-Chancellor (*ex officio*)

Professor Graham Galbraith

### **In Attendance**

Academic Staff Governor

Dr David Sanders (1 August 2018)

Support Staff Governor

Lyuda Wade (1 August 2018)

Staff Representative

Dr Mike Rayner (1 August 2018)

Executive Director of Human Resources

Peter Brook

Deputy Vice-Chancellor

Professor Paul Hayes

## **TERMS OF REFERENCE**

*“The Board is responsible for setting a framework for the pay and conditions of service of all staff... and for ensuring the establishment and monitoring of systems of control and accountability, including...clear procedures for handling internal grievances.” (Statement of Primary Responsibilities, paras 5 and 6)*

*“The Board is responsible for the health and safety of employees, students and other individuals whilst on the institution’s premises and in other places where they may be affected by its operations: including ensuring that the institution has a written statement of policy on health and safety and arrangements for the implementation of that policy.” (Health and Safety at Work Act 1974) (Statement of Primary Responsibilities, para 12)*

*“Ensuring the University provides an inclusive environment for work and study through embedding diversity and equal opportunities into everything the University does, particularly in those core functions and activities that directly affect staff and students at work and study.”(Statement of Primary Responsibilities, para 13)*

## **Committee Purpose**

The Committee is responsible for the following broad themes within the University, in the context of the *University Strategy* and the University’s Risk Register:

In all things to recognise that the staff, both academic and support, are the key resource of the University and to endeavour to ensure that in all respects the work environment and Human Resources policies and practices of the University are conducive to the effective performance and realisation of the full potential of all staff.

## **Committee Responsibilities**

- 1 In the light of guidance and advice from executive management, to consider, RECOMMEND to the Board for approval and KEEP UNDER REVIEW an overall Human Resource Strategy on Human Resources and employee relations matters as they affect the University.
- 2 To consider and APPROVE the broad framework of pay and conditions of service for staff, other than the holders of Senior Posts as defined in the Articles of Government.
- 3 To act on behalf of the Board of Governors to consider and TAKE ACTION upon nationally agreed recommended settlements in respect of pay and conditions of service for staff, other than the holders of Senior Posts as defined in the Articles of Government.
- 4 To APPROVE/ENDORSE Human Resources policies in line with the Protocol for Approval of HR Policies, and to RECEIVE reports from time to time on the operation of Human Resources policies and practices within the University.
- 5 To MONITOR compliance with statutory and other requirements upon the University as an employer in such matters as Equality and Diversity and Health and Safety.
- 6 To OFFER GUIDANCE on best practice in Human Resources management matters, including consideration and scrutiny of workforce data. When requested, to provide specialist skills and advice to those engaged in the Human Resources management function within the University.

- 7 To MONITOR the University's development and deployment of strategies and approaches for talent management and succession planning.
- 8 The Committee will ASSURE itself that the risks within its remit are being effectively managed and addressed.
- 9 To act on behalf of the Board of Governors to consider and RESOLVE:
  - (a) appeals submitted in accordance with the terms of the approved Grievance Procedure for staff;
  - (b) appeals against dismissal submitted in accordance with the terms of the approved Staff Disciplinary or Occupational Performance Procedures;
  - (c) Appeals against dismissal on grounds of redundancy;
  - (d) the final stage of Collective Dispute Procedures.

**Note:** A minimum of three External Governors is required for these hearings with the exception of the Grievance Procedure which requires two External Governors. If availability proves difficult, members can be drawn from outside the Human Resources Committee.