

	PAPER NO: HR.19(12)	
Board/Committee:	Human Resources Committee	
Date:	16 October 2012	
Paper title:	Human Resources Committee terms of reference	
Author:	James Stevenson, University Secretary and Clerk to the Board of Governors	
Executive sponsor:	James Stevenson, University Secretary and Clerk to the Board of Governors	
Recommendation by the Executive:	That the committee recommend their amended terms of reference to the Board for approval	
Aspect of the Corporate Plan to which this will help deliver?	Creating an environment in which excellence can thrive	
Matter previously considered by:	N/A	N/A
Further approval required?	Board of Governors	22 November 2012
Communications – who should be made aware of the decision?	Published on the University's website	

Executive summary

Why is the paper coming to the Board/committee?

Each year the terms of reference of committees are reviewed. Following the review of the terms of reference of the Human Resources Committee the following additions to the committee's duties are suggested:

- 7.1.6 To review annually whether to opt into national pay negotiations and recommend to the Board
- 7.1.7 To review and recommend to the Board pay awards
- 7.1.8 To consider annually a report on equality and diversity

This addition is taken from the Schedule of Matters Reserved to the Board. No other amendments are suggested.

The committee is requested to recommend its revised terms of reference to the Board.

Human Resources Committee

Terms of Reference

1. Constitution

1.1 Under Article 24 the Board of Governors has established a committee of the Board known as the Human Resources Committee.

2. Membership

2.1 The Human Resources Committee and its chair shall be appointed by the Board from amongst its own members.

2.2 Membership shall consist of the Chairman of the Board, the Vice Chancellor and up to four independent governors.

2.3 A quorum shall consist of two independent governors.

2.4 The chair shall be an independent governor.

2.5 Staff (other than the Vice Chancellor) and Student governors may not be members of the committee.

2.6 One staff governor may be an observer on the committee at the discretion of the chair. The staff governor observer remains bound by their duty of confidentiality as a governor.

3. Attendance at meetings

3.1 The Director of HR shall normally attend meetings.

4. Frequency of Meetings

4.1 Meetings shall normally be held three times each year.

5. Authority

5.1 The committee is authorised under Article 24 to determine or advise the Board of Governors on such matters relating to employment policy as the Board of Governors may remit to them.

6. Secretary

6.1 The secretary to the Human Resources Committee will be the Clerk to the Board or other appropriate person nominated by the Clerk.

7. Duties

7.1 The committee shall be responsible to the Board of Governors for:

- 7.1.1 ensuring that there are policies and procedures in place for staff (other than senior post holders) on appointments, promotion, disciplinary, grievance and redundancy; staff development, training and appraisal and that these are kept under review.
- 7.1.2 ensuring that pay and conditions of employment are properly determined.
- 7.1.3 ensuring that the University complies with the requirements of employment law and related legislation.
- 7.1.4 keeping under regular review the staffing and relevant costs of the ongoing strategic plan prior to the draft plan being discussed by the Board.
- 7.1.5 the consideration and recommendation of the annual estimates of employment costs.
- 7.1.6 To review annually whether to opt into national pay negotiations and recommend to the Board
- 7.1.7 To review and recommend to the Board pay awards
- 7.1.8 To consider annually a report on equality and diversity

7.2 The committee shall provide advice to the Vice-Chancellor and Chief Executive on:

- 7.2.1 best practice based on the Committee's direct experience of the management of human resources

8. Reporting Procedures

8.1 The minutes (or a report) of meetings of the Human Resources Committee will be circulated to all members of the Board.

Approved by Human Resources Committee on 25 October 2011

Approved by Board of Governors on 24 November 2011

Membership, 2012/13

Anne Montgomery	Independent Governor (Chair)
David Longbottom	Independent Governor and Chairman of the Board
Prof Martin Earwicker	Vice Chancellor
Steve Balmont	Independent Governor
1 vacancy	Independent Governor
1 vacancy	Independent Governor
<i>Observer</i>	
1 vacancy	Staff Governor