

PEOPLE COMMITTEE

TERMS OF REFERENCE APPROVED BY THE BOARD 31 OCTOBER 2022

1. PURPOSE

- a) To advise the Governing Body on all matters relating to the recruitment and development of staff and to their pay and conditions of employment
- b) To ensure that the College, as an employer, consistently promotes equality, diversity and inclusion

2. RESPONSIBILITIES

- a) To establish and keep under review a policy framework for the employment of staff, including relevant remuneration, disciplinary, capability and grievance policies and procedures
- b)

3. MEMBERSHIP

- a) The Committee will comprise a minimum of six and a maximum of eight members of the Governing Body including the Principal and two Staff Governors.
- b) The Governing Body may appoint additional members with specific experience as it thinks appropriate. Additional members need not be members of the Governing Body.
- c) No meeting of the Committee will be quorate unless:
 - i. at least three members are present;
 - ii. at least 40 per cent of members are present; and
 - iii. members of the Governing Body constitute a majority of the members present.

4. OFFICERS OF THE COMMITTEE

- a) The Committee shall elect as its Chair an external governor who is a member of the Committee.
- b) The Clerk to the Governing Body shall be the Clerk to the Committee.

5. ACCESS TO INFORMATION AND ATTENDANCE AT MEETINGS

The Committee has the power to invite such persons to attend meetings as may be desirable and necessary.

6. FREQUENCY OF MEETINGS

The Committee will normally meet twice a year