

TERMS OF REFERENCE FOR PERSONNEL COMMITTEE

1 CONSTITUTION

The Governing Body resolves to adopt the following terms of reference for the Personnel Committee

2 AIM

To ensure that the College manages its employees effectively and efficiently

3 MEMBERSHIP

3.1 The Committee shall consist of *five* Governors, plus the Principal. The majority of members should be Foundation Governors.

3.2 Meetings of the Committee shall be quorate when at least three members are present, of which the Principal (or designate alternative) must be one, and the others are Foundation Governors. The designate alternative should be a staff delegate at or above Assistant Principal level

3.3 The Chair of the Committee shall be appointed by the Governing Body.

4. MEETINGS

4.1 Attendance

All members are expected to attend meetings, and the Committee shall have the power to invite such other persons to attend meetings as may be desirable and necessary

The Clerk to Governors shall be Clerk to the Committee

4.2 Frequency

Meetings will be held once a term, and otherwise as required

4.3 Minutes

The Clerk to the Governing Body shall be responsible for ensuring that minutes of the meeting are taken. These will be circulated to members of the Governing Body after approval by the Chair of the Committee

4.4 Agenda

The Clerk shall agree the agenda with the Chair of the Committee at least two weeks prior to the meeting

The Agenda and the papers shall be sent out by the Clerk at least one week prior to the meeting

5 DUTIES

The duties of the Committee shall be:

2.1 To advise the Governing Body and the Senior Management Team on policies relating specifically to:

- Capability procedures
- Disciplinary and Grievance procedures
- Equal Opportunities
- Industrial relations
- Joint consultation
- Pay and conditions of employment (other than designated Senior Postholders)
- Premature Retirement
- Recruitment and appointment of staff
- Reduction of the staffing establishment
- Staff development
- Staffing structures

5.2 To act as an Appeals Panel, unless the College Instrument and Articles or other specific policies state otherwise. Where necessary the membership of Appeal Panels will be augmented by other Governors nominated by the Chair or Vice Chair of the Governing Body

5.1 To deal with any other matters referred by the Governing Body or Principal

6 AUTHORITY

6.1 The Committee is authorised by the Governing Body to investigate any activity within its Terms of Reference. It is authorised to seek any information it requires from any Governing Body member or employee of the College. All Governing Body members and employees are directed to co-operate with any request made by the Committee

6.2 The Committee is authorised by the Governing Body to obtain outside independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary. Where this involves direct expenditure of above £ 5000 then the prior approval of the Governing Body is required.

6.3 The Committee is authorised by the Governing Body to co-opt other Governing Body members as necessary