



STAFFING COMMITTEE TERMS OF REFERENCE
(Reviewed by the Staffing Committee on 30 September 2020)

1. MEMBERSHIP AND CHAIRMANSHIP

- 1.1 Membership of the Committee shall comprise at least five members of the Governing Body to include the Chief Executive.
- 1.2 No staff or student member of the Governing Body shall serve as a member of the Committee.
- 1.3 The Chair of the Committee shall be appointed by the Committee from amongst its members and shall serve for a term of two years. The Chief Executive shall not be eligible for appointment to this position.
- 1.4 In the absence of the Committee Chair at a meeting, the Committee shall elect another member of the Committee, other than the Chief Executive, to chair the meeting.

2. QUORUM

- 2.1 The quorum for the Committee shall be three.

3. ATTENDANCE AT MEETINGS

- 3.1 The Head of Human Resources and Deputy Chief Executive shall normally attend meetings of the Committee.
- 3.2 The Committee may invite other college personnel or third parties to attend any meeting of the Committee where their knowledge or experience could contribute to the business of a particular meeting.
- 3.3 The Secretary to the Governing Body will act as Secretary to the Committee.
- 3.4 Any person in attendance at a meeting shall not be entitled to vote on any matter under consideration by the Committee.

4. FREQUENCY OF MEETINGS

- 4.1 The Committee shall meet at least four times during the academic year with additional meetings held as required.

5. VOTING PROCEDURE

- 5.1 The voting procedure shall be in line with the Articles of Government and Standing Orders for the South West College with the Committee Chair having a second or casting vote where there is an equal division of votes.

6. REPORTING PROCEDURE

- 6.1 Minutes of meetings of the Staffing Committee shall be circulated to all members of the Governing Body subject to any confidentiality restrictions.
- 6.2 The Chair of the Committee shall give a verbal report to the Governing Body in support of the minutes. If the Chair of the Committee is absent from a Governing Body meeting, he / she shall nominate a member of the Committee to deliver the verbal report of the committee meeting to the Governing Body.

7. FUNCTION AND AUTHORITY

- 7.1 To develop / keep under review human resources and equality policy and strategy which underpins the College's strategic objectives for people and organisation development.
- 7.2 To develop / keep under review health, safety and wellbeing policy and strategy for the management of workplace health, safety and wellbeing and to regularly monitor and review health, safety and wellbeing activity, outcomes, and trends.
- 7.3 To develop / keep under review arrangements for the recruitment, selection and promotion of staff, other than senior staff as defined within the Articles of Government.
- 7.4 To ensure that all procedures, and their application, in relation to the recruitment, selection, promotion and remuneration of staff, shall comply with industrial relations and equal opportunity legislation.
- 7.5 To ensure, upon the occurrence of a vacancy or expected vacancy in the staffing, that the standard arrangements shall be set in motion, including the arrangements for governor representation on selection panels in accordance with the relevant provisions of the College's Recruitment and Selection Policy.
- 7.6 To ensure that each member of staff shall serve under a contract of employment with the Governing Body.
- 7.7 To ensure that proper arrangements are in place for the promotion of good industrial relations.
- 7.8 To deal with staff disciplinary, grievance and other such matters in accordance with agreed and established policies and procedures.
- 7.9 To regularly monitor levels of absenteeism and application of the College's Sickness Absence Management Policy.

- 7.10 To advise the Governing Body on all other relevant staffing matters including current and projected staffing needs, redundancy matters, and the development and review of all staffing related strategies, policies and procedures.
- 7.11 To be informed / updated generally on all relevant staffing, staff appraisal, staff development, equality, health and safety, and other matters as appropriate.
- 7.12 To advise and inform the Governing Body on the above and all other areas of staffing activity as appropriate.

Adopted by the Governing Body on:

11 November 2020