



Terms of Reference for HR Committee

March 2024



Terms of Reference for HR Committee

Chair: Principal

Secretary: Principal's PA and Executive Administrator

Membership: Principal, Vice-Principal, Bursar, One Trustee, Two Fellows, Dean for Equalities and Diversity

In attendance: HR Officer

Ex-Officio: Chair and Vice-Chair of Trustees

This Committee shall meet up to once per term, typically in 6th Week. Meeting papers will be circulated at least one week in advance of the meeting. An extraordinary meeting may be called by the Principal giving a similar one week of notice

The Committee is responsible for:

- Reviewing the pay and terms of service of current staff, including the award of bonuses, discretionary payments or developing alternative reward options
- Considering opportunities for promotion of staff and regrading
- Routine updates to College policies, including an annual review of regulations that relate to HR, making a recommendation to change to the Trustee Board
- Makes recommendations to the Trustee Board regarding new posts, the size nature and shape of the staffing structure and for any restructurings of areas of the College though the Trustee Board may also consider new posts and changes to structures without reference to this committee should it wish.
- Routine decisions about filling vacant posts with little change to existing structures, minor adjustments to job descriptions and temporary staff are delegated to the SMT
- HR Committee has full delegated authority from the Trustee Board, except where it is specifically stated that it makes a recommendation to that Board.
- Review reports of Staff discipline/complaints after sign-off of a case. Once approved by the Committee these reports should be forwarded to GARC.
- Owing to the sensitive nature of individual remuneration discussed in this group, the student and JRF trustee are not eligible to serve on this group.
- The Chair of Trustees will be copied to all meeting papers and may attend and contribute to any meeting of the Committee by right. The Committee may seek to afforce its membership for any specific meeting where a topic is discussed that requires relevant professional or other expertise.

