

HARPER ADAMS UNIVERSITY COLLEGE

Staffing Committee

Terms of Reference

Constitution

1. The Board of Governors has established a committee of the Board of Governors known as the Staffing Committee.

Membership

2. The committee and its chairman shall be appointed by the Board of Governors from among its own members. The committee shall consist of the Chairman of the Board of Governors and not less than 3 and not more than 5 other Governors, together with 2 members of staff (1 academic and 1 non-academic), appointed by the Board, and the Principal of the College. One of the Governor members will normally be the Vice Chairman of the Board of Governors.

3. The Principal and Clerk to the Governors shall withdraw from the committee when his/her salary, other benefits (financial or otherwise) contained in terms and conditions of employment, or severance payment are under consideration. Other staff members of the Committee, or those who attend its meetings, shall withdraw when their salary, other benefits (financial or otherwise) contained in terms and conditions, or severance payment are under consideration or where the discussion may relate to staff of the same, or higher, category or grade. At the discretion of the Chairman, staff shall not be required to withdraw if the Committee is considering general issues concerning terms and conditions of service where the contribution of members of staff would assist the Committee's deliberations.

Authority

4. The committee is authorised by the Board of Governors to determine, on behalf of the Board or, where necessary advise the Board on matters relating to the employment of College staff.

5. The committee may seek from other College committees information necessary for the proper performance of its duties. It may also consult, or authorise consultation by College officers, with representative staff groups so as to seek the views of staff on proposed changes to employment policy.

6. The committee may provide advice to the Remuneration Committee on the terms and conditions of employment of senior College staff such that the terms and conditions of employment remain consistent with those adopted for other College staff

Duties

7. The duties of the Staffing Committee shall be:

- a) to determine on behalf of the Board of Governors or, where necessary, advise the Board of Governors on matters relating to the employment of College staff.
- b) to establish a framework for the appointment, assignment, grading, appraisal, promotion, supervision, discipline, dismissal and determination of pay and conditions of service of staff other than senior College staff, such framework to be implemented by the Principal

- c) to advise the Board of Governors and the Remuneration Committee on matters relating to the terms and conditions of service of senior College staff
- d) to establish, after consultation with staff, appropriate rules for the conduct of staff, having regard to the principles of academic freedom contained in the College's Articles of Government
- e) to periodically review College policies on Health & Safety (as they affect staff and in conjunction with the College's Health & Safety Committee), equal opportunities and staff development and such other policies as may be required from time to time
- f) to establish criteria against which staff development can be monitored and established
- g) to monitor the structure of staffing across the College in order to help plan for change
- h) to monitor, and provide an annual report to the Audit Committee, on internal control arrangements that relate to key risks identified in the College's Risk Assessment and Action plan that have been delegated to the Committee by the Board of Governors
- i) to undertake any other staffing related review or activity requested by the Board of Governors

Attendance at meetings

8. The College Personnel Manager shall normally attend meetings where business relevant to her/him is to be discussed.

Frequency of meetings

9. Meetings shall normally be held at least three times each financial year. The Chairman of the Staffing Committee may request an additional meeting if s/he considers it necessary. In addition, the Committee may be required to meet from time to time to consider disciplinary or grievance cases, in accordance with College policies on these matters.

Reporting procedures

10. Minutes of the meetings of the Committee will be submitted for consideration to meetings of the Board of Governors. Special reports from the Staffing Committee may be presented to the Board of Governors as required. Such reports should contain recommendations (costed where necessary) for the Board of Governors to consider.

11. The Staffing Committee may provide advice to the Remuneration Committee in the form of reports or minutes as deemed appropriate by the Clerk to the Staffing Committee.

Clerking arrangements

12. The Clerk to the Board of Governors will be the Clerk to the Staffing Committee.

Staffing Committee

Membership 2010/2011

Members

Chairman of the Board of Governors	-	Mrs A M Blackburn
Not less than 3 and not more than 5 other Governors	-	Mr M Lewis (Chairman)
	-	Mr J Garnham
	-	Vacancy

2 members of staff appointed by the Board of Governors (1 academic and 1 non-academic)	-	Mrs P Parrott
	-	Mrs G Orton
Principal	-	Dr D Llewellyn

In Attendance

Clerk to the Board of Governors	-	Dr C E Baxter (Secretary)
Personnel Manager	-	Mrs E Vingoe

November 2010