



Portsmouth College Corporation

Terms of Reference for the Employment Policy Committee

Date of Policy:	July 2018
Policy Review Date:	July 2019
Route for Approval:	Governors' Employment Committee, Full Board
Review Cycle:	Annual Review
Date of Approval:	4 July 2018

1. Membership

- 1.1. The Committee shall comprise of at least three members of the Corporation and the Principal. The Committee members will be appointed by the Corporation, on the recommendation of the Search Committee, in consultation with the Chair of the Employment Policy Committee.
- 1.2. Only members of the committee have the right to attend committee meetings. However, other individuals may be invited to attend for all or part of any meeting, as and when appropriate and necessary.
- 1.3. The Committee shall select a Chair from the eligible Members and recommend the appointment to the Corporation for approval.
- 1.4. The Clerk to the Corporation shall act as Clerk to the Committee.

2. Quorum

- 2.1. The quorum for meetings of the Committee shall be three members of the Corporation.

3. Frequency of Meetings

- 3.1. The Committee shall meet at least once a term and otherwise as required.

4. Notice of Meetings

- 4.1. Meetings of the committee shall be called by the Clerk to the Committee at the request of the committee chairman.
- 4.2. Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the committee and any other person required to attend no later than seven days before the date of the meeting. Supporting papers shall be sent to committee members and to other attendees as appropriate, at the same time.

5. Minutes of Meetings

- 5.1. The Clerk to the Committee shall minute the proceedings and decisions of all committee meetings, including the names of those present and in attendance.
- 5.2. Draft minutes of committee meetings shall be circulated promptly to all members of the committee. Once approved, minutes should be circulated to all other members of the board unless it would be inappropriate to do so.

6. Duties

- 6.1. To consider and make recommendations to the Corporation on all matters connected with the staffing of the college including current and projected staffing needs, recruitment policy and terms and conditions of employment.

- 6.2. To make recommendations to the Corporation on the framework for pay and conditions of service of all staff (except senior postholders)
- 6.3. To oversee and monitor the College's arrangements for Health & Safety to ensure that they are robust and effective.
- 6.4. To monitor and oversee the annual staff development plan.
- 6.5. To monitor and oversee the performance review scheme.
- 6.6. To review and recommend to the Corporation the College's Human Resources and Health and Safety policies.
- 6.7. To make recommendations to the Corporation on rules and procedures relating to staff grievances, conduct, suspension, dismissal and appeals after consultation with staff
- 6.8. To monitor feedback from staff.
- 6.9. To review the Human Resources performance indicators and report to Corporation on key personnel matters with recommendation where required.
- 6.10. To promote and monitor equality, diversity and inclusion in relation to staff and potential staff at the college.
- 6.11. To consider the impact of new employment law on the College and inform the Corporation of its implications.
- 6.12. To monitor, at each meeting, any relevant significant items from the College Risk Register, as requested by the Audit Committee.

Annual Schedule of Business

AUTUMN TERM
Election of Chair
Strategic updates including governor targets for current year
Staff development report including approval of plan for current year
Health and safety report
Annual equality and diversity report including retention and vacancy data.
Discussion about staff satisfaction key indicators
Staffing update
Policies for review/approval including pay policy
Review of relevant risks
SPRING TERM
Strategic updates including progress towards governor targets for current year
Staffing update
Annual sickness absence report
Mid-year staff development report
Annual safeguarding report including safeguarding policy
Health and safety report
Gender Pay Reporting
Policies for review/approval
Review of relevant risks
SUMMER TERM
Review terms of reference
Strategic updates including progress towards governor targets for current year
Staffing update
Update on performance review scheme

Review of staff development plan for current year and initial plans for next year
Annual health and safety report and plan for next year
Policies for review/approval
Review of relevant risks