

**TERMS OF REFERENCE**

**1. DUTIES**

- 1.1 On behalf of the Board of Governors, and after consultation with the Vice-Chancellor, the setting of a general framework for the pay and conditions of employment of staff, other than the senior post-holders, having due regard to the financial and other conditions pertaining.
- 1.2 The making of rules for the conduct of staff as may be required to comply with the Articles of Government.
- 1.3 Approval of the following core human resources policies:
  - Disciplinary Policy;
  - Grievance Policy;
  - Improving Performance Policy;
  - Managing Sickness Absence Policy;
  - Redundancy Policy;
  - Pension Opt-Out Arrangements Policy;
  - Equality, Diversity and Inclusion Policy; and
  - Dignity and Respect Policy.
- 1.4 To receive updates on general employment matters, including equality and diversity, organisational development and related matters.
- 1.5 Any other general or specific tasks regarding employment policy or employment matters specifically referred to the Committee by the Board of Governors.

**2. REPORTING PROCEDURES**

- 2.1 The minutes (or a report) of the meetings of the Committee will be circulated to all members of the Board of Governors.

**3. CLERKING ARRANGEMENTS**

- 3.1 The clerk to the Employment Policy Committee shall be the Clerk to the Board of Governors (or other appropriate independent individual).

**4. MEMBERSHIP**

- 4.1 Members of the Committee shall be drawn from the Board of Governors other than student Governors.
- 4.2 The Pro-Chancellor will be an ex-officio member of the Committee.
- 4.3 The Chair and Deputy Chair shall be independent governors unless approved otherwise by the Board of Governors.
- 4.4 The Vice-Chancellor shall be an executive member of the Committee.
- 4.5 At least one member should have expertise in the field of human resources management.

- 4.6 The Committee may also choose to appoint a lay (co-opted) member with appropriate experience in employment-related matters.
- 4.7 The quorum shall be either three, or one-third, whichever is the greater of the currently serving members, rounded up to the nearest whole number where the calculation of one-third does not produce a whole number. The quorum should include at minimum the Chair or Deputy Chair and one other independent governor.

## **5. ATTENDANCE AT MEETINGS**

- 5.1 The Director of Human Resources shall normally attend meetings. Other senior officers within the University may be requested to attend where business relevant to them is to be discussed.

## **6. FREQUENCY OF MEETINGS**

- 6.1 Meetings shall be held at least twice each year, and more frequently as required to manage the business of the Committee.

## **7. AUTHORITY**

- 7.1 The Committee is authorised by the Board of Governors to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee, and all employees are directed to co-operate with any request made by the Committee.

4 July 2023