

## **BOARD OF GOVERNORS HR COMMITTEE TERMS OF REFERENCE**

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The constitution and terms of reference of the HR Committee are determined by the Board of Governors.

### **Composition**

- The HR Committee shall be comprised of five members (of which three shall constitute a quorum) of the Board of Governors (including the Vice Chancellor & Chief Executive but excluding student and staff governors),
- The Chair shall be determined from the membership of the Committee by the Chairman of the Board following consultation with the Nominations Committee. The Vice Chancellor & Chief Executive is not eligible to stand as the chair.
- The Secretary to the Board of Governors shall act as secretary to the Committee.

### **Attendance at meetings**

It is expected that the Director of HR will be available to attend meetings of the HR Committee.

### **Reporting arrangements**

The minutes (excluding reserved business items) of meetings of the Committee will be circulated to all members of the Governing Body. The Chair will report at Board meetings on of business of the HR Committee.

### **Frequency of meetings and papers**

The HR Committee will meet at least three times per year. Papers will be sent out seven days in advance of the meeting.

### **Terms of reference**

To consider and approve the University's human HR Strategy for ratification by the Board of Governors

To consider and approve policy and procedures for the appointment, assignment, grading, appraisal, suspension and dismissal of senior postholders for ratification by the Board of Governors

To consider and approve personnel policies and procedures

To monitor, through regular reports from executive officers, the effectiveness of personnel policies and procedures

To approve, in consultation with the Finance Committee, the annual pay awards for Teaching and Professional Services staff

To receive an annual report on Health, Safety and Environment approved by the Health & Safety Committee

To monitor and advise the Board of Governors on matters relating to Health, Safety and Environment (standing agenda item) through review of quarterly H&S reports.

To monitor and advise the Board of Governors on matters relating to Equality and Diversity through the receipt of regular updates on initiatives and consideration of the University's annual E&D report.

To carry out such additional duties as may be delegated by the Board of Governors including the authority to make decisions on specific issues.

**Approved:** 19 March 2012