

# **GOVERNANCE AND PEOPLE COMMITTEE**

## **TERMS OF REFERENCE**

**December 2022**

### **PURPOSE**

The purpose of the Committee is to

- advise Corporation on the appointment of its members
- advise on the induction, development and training of Corporation Members,
- provide an oversight to Corporation on governance arrangements
- monitor and advise Corporation on human resource matters
- monitor and advise on the College's equality and diversity policies.

### **KEY TASKS**

#### **Search Functions**

- 1 The Committee will be responsible for advising on the appointment of members of the Corporation and Committees and such other matters relating to membership and appointments as the Corporation may remit to the Committee, for gathering and considering nominations in respect of vacancies on the Corporation, in accordance with the Instrument of Government and the Corporation's Policy and Procedure for the 'Identification and appointment of Corporation and Co-opted Committee Members'.
- 2 The Committee will, at least annually, consider and make recommendations to the Corporation on the composition and balance of the Corporation, its Committees and the Chairs of the Committees, using skills audits where appropriate.
- 3 The Committee shall be responsible for determining the process for the appointment of the Chair.
- 4 The Corporation shall not appoint any member of the Corporation (other than the Principal, the staff and student governors) unless it has first considered the advice of the Committee.

#### **Governor Development Functions**

- 5 The Committee will develop and recommend to the Corporation policies and procedures for the induction, appraisal and governor development of Corporation Members.
- 6 The Committee will formulate appropriate and relevant induction, training and development activities for Corporation Members.

#### **Governance Functions**

- 7 The Committee will maintain oversight of Corporation's governance arrangements to ensure that they remain up-to-date and relevant. In this context the Committee will consider new initiatives and changes to the arrangements from time to time and will make recommendations to the Corporation.

- 8 The Corporation will review key governance documents and recommend to the Corporation any changes necessary. These documents include but are not restricted to—
  - Standing Orders of the Corporation (annually)
  - Instruments and Articles (bi-annually)
  - Code of Conduct (bi-annually)
  - AoC Code of Good Governance (bi-annually)
- 9 The Committee will receive from the Clerk, at least annually, a performance report to cover—
  - Governor Attendance
  - Results of the Governor Survey, including appraisal of the Chair and Clerk
  - Governor Training and Briefings
  - The Governor Improvement Plan
- 10 The Committee will be responsible for monitoring progress of the Governor Improvement Plan, and for advising Corporation on the scope and appointment of an external governance review every three years.

#### **HR functions**

- 11 The Committee will review the College's Annual HR report, staff surveys and HR Key Performance Indicators, and make recommendations to Corporation accordingly
- 12 The Committee will review key HR policies and recommend to Corporation any necessary changes. These documents include but are not restricted to—
  - Agile working policy (bi-annually)
  - Staff disciplinary and dismissal procedures (every 3 years)
  - Staff grievance procedures (every 3 years)
  - Senior postholder disciplinary procedures (every 3 years)
  - Staff development plan (annually)

#### **Equality and diversity**

- 13 The Committee will review the College's Equality and Diversity strategy, and KPIs related to staff, governors and the student body.

#### **MEMBERSHIP**

- 14 The Committee will comprise a minimum of three external members of the Corporation and include the Principal. Staff members may be members of the Committee. Student Members are not eligible to be Members of the Committee, but may be invited to attend at the request of the Chair.
- 15 The Committee may invite other persons to attend meetings in order to:
  - provide advice and evidence to assist the Committee in its functions;
  - verify that the selection process is independent and free from any form of patronage.
- 16 The quorum for meetings of the Committee will be two.

16. The Chair of the Committee will be appointed by the Corporation. Members present will determine the Chair of the Committee at any meetings at which the appointed Chair is unable to attend.
17. The Clerk to the Corporation will act as Clerk to the Committee.

#### **FREQUENCY OF MEETINGS**

18. The Committee will meet at least twice each year.