

NORWICH UNIVERSITY OF THE ARTS

PERSONNEL COMMITTEE: TERMS OF REFERENCE

Constitution

The governing body has established a committee of Council known as the Personnel Committee.

Membership

The committee and its Chair shall be appointed by Council, from amongst its own membership. The Chair of committee should be an independent or co-opted member and appointed annually.

Membership shall consist of the Chair of Council, at least 3 independent or co-opted members, and the Vice-Chancellor.

A quorum shall be at least three members.

Attendance at Meetings

The Deputy Vice-Chancellor and the Director of Human Resources will normally attend meetings where business relating to their areas of responsibility is to be discussed.

Other senior staff may be invited to attend meetings when this is judged appropriate.

Frequency of Meetings

The committee shall meet at least once a year and at other times as determined by the Chair in consultation with the Vice-Chancellor.

Authority

The committee is authorised by Council to consider any matters within its terms of reference. It is authorised to receive any information it requires from any employee of the University and all employees of the University are directed to co-operate with any request made by the committee.

The committee is authorised by Council to obtain outside legal or other independent professional advice and to secure the attendance of non-members with relevant experience and expertise if it considers this necessary, normally in consultation with the designated officer and/or Chair of Council. However, it may not incur direct expenditure in this respect in excess of £3,000, without the prior approval of Council.

Duties

The duties of the committee shall be:

1. To ensure that the institution has in place appropriate policies and procedures in respect of employment matters, except in those matters where Council specifically determines that matters be reserved for Council's approval.
2. To consider employee relations matters affecting the University.
3. The review of human resources strategy.
4. To review and monitor Equality and Diversity.
5. To consider reports on staffing matters including the staffing profile of the University.
6. To make recommendations to Council:
 - a) on a framework for the pay and conditions of service of staff other than the senior posts, as Council may determine;
 - b) on rules relating to the conduct of staff;
 - c) on any other matters referred to the Committee by Council.

Reporting Procedures

The minutes of meetings of the committee will be circulated to all members of Council.

Clerking Arrangements

The clerk to the Committee will be the clerk to Council (or other appropriate independent individual).