

TERMS OF REFERENCE FOR THE HUMAN RESOURCES COMMITTEE 2017/2018

Composition of Membership of Committee:

Chair or Vice Chair of Governors (ex-officio)

Principal (ex-officio)

and a minimum of 6 additional Governors including the following:

A teacher governor, a support staff governor, two governors from the Finance committee and a governor from the Curriculum committee.

Associate Membership:

Deputy Principals

Assistant Principal for Human Resources

Only Governors have voting rights

Current Membership:

Governor	Anna Streater (Chair)
Governor	Margaret Turgoose
Governor - Vice Chair of GB	Lesley Miszewska (Vice Chair)
Governor - Principal (ex-officio)	Andrew Davis
Governor – Finance	Ray Davison
Governor - Teacher	Andy Gelling
Governor - Curriculum	Kim Johnson
Governor - Finance	Ian MacQueen
Governor	Clair McColl
Governor	Malcolm McDonough
Governor - Support Staff	Robert Mitchell
Governor	Marianne Skinner
Governor	Philip Wales

Current Associate Membership:

Deputy Principal	David Turner
Assistant Principal Human Resources	Loraine Bowles
Human Resources Manager	Gillian Keddie

Attendance The committee may invite to particular meetings, individuals responsible for Human Resources management within the College

Quorum: The Principal or nominated Deputy and three other governors including the Chair or Vice Chair of Human Resources.

PA to Committee: Michaela Savage

Period of Office: 4 years or for as long as a member remains eligible whichever is the shorter.

Meeting dates for 2017 / 2018 10.10.17 26.06.18
13.03.18

Date agreed: 12 September 2017

Date of review: September 2018

Committee Chair's Signature

Brief

To consider the efficient management of the Human Resources of the College within the framework of the development plan and Governors' policies including employment legislation and relevant local agreements.

Terms of reference	Decision or Recommendation	Review Cycle
a) To review and recommend to the FGB a pay policy for all members of staff.	R	Aut
b) To ensure that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that pay decisions can be objectively justified.	R	Aut
c) To receive a report on the performance management cycle and review this annually.	D	Aut
d) Monitor and evaluate the impact of staff development strategy, to help ensure teachers, support staff and governors have the information, support and training necessary to be successful in their roles.	R	Aut
e) Monitor the impact of staff absence, recruitment and retention for the previous academic year.	D	Aut
Monitor the impact of staff absence for the current academic year.	D	Spr
f) To undertake an interim review of the performance of all teaching staff eg any that are a cause for concern.	R	Spr
g) To make arrangements for interviewing and appointing staff, including agreeing governor involvement in different types of appointments and ensure every member of staff has a contract of employment.	D	Spr
h) To ensure that requirements for safer recruitment are in place and that there is an up to date central record of recruitment and vetting (DBS) checks held in the school.	R	Spr
i) To recommend to the Finance committee, in line with the Finance policy any amendments to the staffing structure.	R	Sum
j) To ensure work / life balance issues for all staff are given proper consideration when making decisions and that the working conditions and wellbeing of the staff are kept under review.	R	Sum
k) Review new governors pack, induction and training needs for the Governing Board and Clerk.	D	Sum

Terms of reference	Decision or Recommendation	Review Cycle
l) In consultation with the Principal, and giving consideration to the College Development Plan, to monitor and review the staffing structure to ensure it reflects the needs of the College in terms of curriculum delivery and management and agree any amendments that may be required whenever a vacancy occurs.	D	Aut Spr Sum
m) If necessary, to determine dismissal payments /early retirement and recommend to the Finance Committee. If timing of the meeting does not enable this to happen, then a decision can be taken by the Chair of the Governing Board (Vice Chair in their absence) and the Chair of the HR Committee (Vice Chair in their absence).	R	As necessary
n) To review HR policies annually (see Appendix A) and recommend changes ensuring staff are informed of these Note: The Redundancy, Safeguarding and Medical Conditions Policies have to be recommended to FGB for approval	D R	According to Rolling Programme
o) To monitor progress against actions within the SDP which relate to the HR committee	R	Aut Spr Sum
p) To ensure that staff are consulted on changes to policies that affect their terms and conditions of service, including arranging consultation with unions, where appropriate	R	Aut Spr Sum
q) To identify and recommend to the Risk Management Committee items relating to the College that may need registering in the Risk Register.	R	Aut Spr Sum
r) If it is not practical to obtain approval for bids and grants and/or the supply/procurement of goods and services (ensuring that VFM has been achieved and the robust principles of the Finance policy have been followed) from a full meeting of the Human Resources Committee, as the requests falls outside of meeting dates, the Chair or Vice Chair of the Human Resources Committee has delegated power to agree such urgent requests in conjunction with the Director of Finance and Resources.	D	As necessary
<p>Withdrawal from Meeting Any person employed to work at the College (if they are named), other than the Principal, must withdraw from the meeting for discussions and decisions concerning the pay or performance of anyone employed at the College. The Principal must withdraw if his or her performance is being discussed.</p>		

Appendix A

Policy	Review Cycle	ECC Staff Responsible
Disciplinary Policy	Annual	G Allen
Equality in Employment	Annual	L Bowles
Acceptable Behaviour Policy	Annual	L Bowles
Whistleblowing Policy	Annual	G Allen
Grievance Policy & Procedure	Annual	L Bowles
Confidentiality Policy	Annual	H Miles
Gained Time Policy	Annual	L Bowles
Flexible Working Requests Policy	Annual	L Bowles
Exit Interview Policy	Annual	L Bowles
Flexible Retirement Policy	Annual	L Bowles
LGPS Pension Employer Discretions Policy	Annual	L Bowles
Staff Leave of Absence Policy	Annual	L Bowles
Managing Sickness Absence Policy	Annual	L Bowles
Corporate Ill Health redeployment	Annual	L Bowles
Freedom Information Publication Scheme	Annual	R Childs
Pay Policy *	Annual	L Bowles
Support Staff Appraisal Policy	Annual	L Bowles
Teaching Staff Appraisal Policy	Annual	L Bowles
Leading Improvement in Teaching Policy	Annual	G Allen
Leading Learning Policy	Annual	G Allen
Capability Policy	Annual	L Bowles
Intimate Care	Annual	G Allen
Medical Conditions *	Annual	G Allen
Staff Code of Conduct	Annual	G Allen
Working with Volunteers	Annual	G Allen
Use of Reasonable Force	Annual	G Allen
Staff Learning and Development Policy	Annual	L Bowles
Disabled Employees Policy	Annual	L Bowles
Complaints Policy	Annual	G Allen
No Smoking at Work Policy	Annual	L Bowles
Adjustments to School Staffing Structure	Annual	L Bowles
Staff Consultation Policy	Annual	L Bowles
Domestic Violence Policy	Annual	S Tanner
Drugs & Alcohol Misuse Policy	Annual	G Allen
DBS Policy	Annual	L Bowles
Redundancy Policy *	Annual	L Bowles
Recruitment & Selection Policy	Annual	L Bowles
Statement of Particulars (Teach and Non)	Annual	L Bowles
Probationary Policy for School Supp Staff	Annual	L Bowles
Maternity Policy	Annual	L Bowles
Maternity & Adoption Support Policy	Annual	L Bowles
Adoption Policy	Annual	L Bowles
Shared Parental Leave	Annual	L Bowles
Safeguarding and Child Protection Policy *	Annual	H Miles

* These four policies have to be agreed a FGB, although they can be reviewed by HR.