

Personnel Committee

Membership	At least three Governors (excluding Staff Governors)
Attendance	Principal, Director of HR
Quorum	40%
Schedule	Three meetings per year

Key Purpose

To advise and provide support to the College regarding the framework for pay and conditions of service of staff.

Delegations

1. To ensure that formal, rigorous and transparent employment policies and systems are in place and kept under review for all staff including recruitment, terms and conditions of employment, complaints, equality and diversity, health and safety, pay, pensions, discipline (including dismissal) and redundancy.

Duties

To review and make recommendations to the Corporation on:

2. The appointment, grading, suspension, dismissal and determination of the pay and conditions of service of senior post holders and the Clerk.
3. The framework for the pay and conditions of service of staff other than senior staff.
4. Personnel Policies
5. Issues relating to discipline, conduct of staff, grievances, industrial dispute, redundancy.
6. Issues relating to recruitment and retention, staff development, training and welfare.

To review:

7. Policy on union recognition and liaise as appropriate with union staff representatives.
8. The system for staff appraisal and performance management.

To monitor:

9. Equal Opportunities as applicable to all Staff in the College.
10. To ensure compliance with the relevant statutory requirements and employment law, and consider and advise the Corporation on relevant information from the Local Authority and appropriate bodies.
11. To consider Health and Safety, Equality and Diversity, Safeguarding and PREVENT issues where relevant to the work of the Committee.
12. To ensure that risks relevant to the work of the Committee are reviewed and reported to the Audit Committee.
13. To annually self assess the effectiveness of the Committee.
14. To consider other relevant matters delegated by the Corporation from time to time.