

## TERMS OF REFERENCE OF THE STAFF COMMITTEE

### Membership

The Staff Committee shall comprise six members of the Governing Body together with 31 staff representatives supported by the Executive Team together with the Director of Human Resources and Estates. There is no quorum as such but there must be at least one member from each category for the meeting to take place. In the event of a vote each category, i.e. the members of the Governing Body and Staff Representatives shall have one vote. In the event of a vote being tied the Chairman shall have a second or casting vote. The Chairman of the Committee will be a member of the Governing Body.

### Terms of Reference

- (a) To be the principal body for the purposes of communication and consultation between staff, the Governing Body and the management of the College on matters of mutual interest - <sup>1</sup>
- (b) To be the principal body for the purposes of consultation with staff in respect of the College's responsibilities under the provisions of The Information and Consultation Regulations 2004 (TICER)
- (c) To consider proposals regarding College policies and to make recommendations on these policies to appropriate Committees.
- (d) To consider policies and procedures which the College is required to consult staff over as stated in the provisions of the Articles of Government.
- (e) To consider procedures which may be referred to it from time to time by the Governing Body or the College Management Team (for example entry requirements, term dates)
- (f) To establish Working Groups to consider and develop College policies and to consider the recommendations of these Working Groups.
- (g) To consider and monitor mechanisms to improve work life balance and benefits to staff.
- (h) To receive termly reports from the Staff Governors on their involvement in the Governing Body and the work of the Governing Body more widely.
- (i) To review the content of the staff survey, review its results and develop its subsequent action plan.
- (j) To review the Committee operations and effectiveness biennially, together with the Committee's Terms of Reference and Annual Business Plan and make recommendations for changes to the Governing Body.

<sup>1</sup>. Matters affecting named individuals or small sectional interests or which would be more appropriately considered by other bodies will be excluded from consideration by the Committee.