

BOARD OF MANAGEMENT

PEOPLE AND CULTURE COMMITTEE REMIT (FORMERLY HR COMMITTEE)

Constitution and Membership

The Board of Management will establish a Committee to the Board to be known as the People and Culture Committee.

The Committee and its Chair will be appointed by the Board. There shall be no less than four members (this will include the Principal). A quorum shall be a minimum of three members of the Committee.

Committee membership should, preferably, comprise at least 50% of the membership as being non-executive members but all decisions must be taken with a non-executive majority of those present and voting. The Chairing Member of the Board is, ex officio, a member of the Committee and as such is considered to be a non-executive member as defined in Annex 1 of the Code of Governance.

As there will normally be at least one Executive Board Member serving on this Committee it is expressly provided that Student Members, Staff Members and Trade Union Members need not expressly declare an interest by virtue of that status and that a Declaration of Conflict of Interest need not require a conflicted member to withdraw if, at the discretion of the Committee Chair with the advice of the Governance Professional, the input of that member can usefully contribute to the proceedings. For the avoidance of doubt the test for a Conflict of Interest which would preclude participation in decision making and/or require withdrawal is as follows:

The objective test for determining a significant conflict of interest is whether or not a member of the public with knowledge of the relevant facts would reasonably regard the interests so significant that it is likely to prejudice decision making.

Terms of Reference

These Terms of Reference ensure that the People and Culture Committee has specified authority and resources to form an opinion and to make recommendations and report to the Board.

Proceedings

The Committee should meet four times per year. The Head of People Services will attend as specialist advisor as also such other staff as may be appropriate from time to time.

All Board Members shall have a right to attend all committee meetings if they so wish.

Duties

The duties of the Committee shall include:

- Monitoring and advising on governance as it affects the terms of reference of the Committee.
- Maintain an overview of matters concerned with:
 - Workforce profile and resourcing (headcount, vacancy data, recruitment lead times)
 - Competency Data (framework usage across recruitment, appraisal and promotion)
 - Leadership and Management Development (participation in core programmes, impact measures and leadership pipeline readiness)
 - Equality, Diversity and Inclusion (workforce diversity, equality impact assessment reporting, promotion and leaver data by protected characteristic)
 - Digital & Helpdesk Efficiency (People Services helpdesk usage and resolution rates; self-service metrics from iTrent)
 - Engagement and Culture (staff engagement insights across employee journey)
 - Health, Safety and Wellbeing (risk assessments, near misses, incidents/accidents and absence insights)
 - Career Planning and Internal Progression (internal promotion data, development plan insights, career development readiness)
 - Governance and Compliance (policy review cycle, audit findings, mandatory training, risks related to workforce matters)
- Overview of College policies and procedures for staff-related matters.
- Advise and participate in the staff recruitment and interview process for posts, as appropriate.
- Participate in staff grievance or disciplinary proceedings or other internal HR proceedings, as and when appropriate.
- Advise and approve changes to management structures within all sectors of the College.
- Approve or reject proposals for staff upgrading as and when appropriate.
- Advise on Termination Procedures and the policy specifically related to resignations dismissals, early retirement and be aware of staff turnover.
- Advise on absence control and the appropriate policy in relation to authorised absence, unauthorised absence, short and long term sickness.
- Support the College in developing an annual Staff Development Plan.
- Advise on workforce planning.
- Approve the College's Equality Outcomes and Plan.
- Encourage and support Health and Safety across the College and to receive reports from the Health and Safety and First Aid Committees.
- To engage with other Committees and escalate matters for their review and consideration as appropriate.

Reporting Procedures

The Committee should direct the minutes and appropriate papers of its meetings to the Board of Management. After approval, the Committee's minutes, and any appropriate papers, must then also be published on the College's website subject only to the statutory exemptions contained within the Freedom of Information Act 2000.

Approved by Board 9 December 2025

Effectiveness of the Committee

The Committee shall abide by the provisions of the Code of Good Governance and, specifically shall comply with the nationally agreed college sector *Staff Governance Standard*.

The committee shall also:

- Perform an annual self-evaluation process
- Prepare an annual report for the Board of Management on the performance and duties undertaken by the Committee