

**CORPORATION COMMITTEE**

**TERMS OF REFERENCE**

**People Committee**

**Approved by Oaklands College Corporation**

**11th July 2022**

**The People Committee Terms of Reference (TOR)**

1. Introduction. Information and authority for these TORs is contained in the:
   * 1. Instruments and Articles of Government as approved by the Corporation; and

* + 1. Corporation Standing Orders.

Amendment of these TORs remains with the Corporation. The Corporation has chosen to establish a People Committee to review, monitor and advise on the College Human Resources (HR) and associated matters. Full detail of their delegated powers is at Para 6; these do not remove the ultimate responsibility of the Corporation for decisions taken on its behalf.

2. The authority and responsibilities of the Committee. The Committee:

* + 1. may investigate any activity within its TOR; and

* + 1. may access information and explanations as necessary, from whatever source.

3. Meetings

* + 1. Frequency. The Committee shall meet as required but normally not less than once each term unless the Chair in consultation with the Clerk agrees that there is insufficient business.

* + 1. Special meetings. The Clerk when instructed only by the Chair, or in absentia, by the acting Chair, shall call special meetings of the Committee. At such meetings, the Agenda shall normally be limited to consideration of single or related items. Standing items shall not be included in the Agenda.

* + 1. Access. The nature of business conducted by the Committee can be sensitive and confidential. Applications to attend meetings are to be submitted to the Chair of the Committee to be received at least 14 days in advance of the planned meeting date. The application must explain the reason for the request; only in exceptional cases will permission be given.

4. Chair, Membership and Quorum

1. Chair and Vice Chair.

The People Committee Chair shall be agreed at the first Corporation meeting of each academic year. If the Chair is absent from a Committee meeting then the meeting shall nominate a Chair for that meeting.

1. Membership.

The Committee shall comprise:

* + - * 1. at least 3 Corporation Members, nominated by the Corporation and confirmed every year at the first meeting of the academic year. Members are eligible for re-appointment; and
        2. the Principal & CEO.

In attendance:

* + - * 1. the HR Director;
        2. the Deputy Principal Strategy, Partnership and Business Development;
        3. the Deputy Principal Finance, Resources & College Planning (for matters relating to Health & Safety);
        4. the Director of Student Services and/or Designated Safeguarding Lead (for matters relating to safeguarding); and
        5. the Clerk.

1. Quorum. The Committee shall be quorate with 3 members.

* 1. Agendas for Meetings. The Agenda shall be agreed between the Principal, the HR Director, the Committee Chair and the Clerk.

* 1. Delegation of Authority. The Corporation has delegated the People Committee to:

1. Human Resources:
   * + - 1. receive reports on relevant matters;
         2. monitor and review staffing costs each year;
         3. monitor and review the People Strategy; and
         4. scrutinise and approve (if appropriate) HR Policies.

1. Marketing and Commercial Activity, including Applications and Enrolments:
   * + 1. monitor student recruitment and enrolments
       2. review and recommend the Marketing Strategy;
       3. scrutinise, monitor and review stakeholder and partnership engagement.

1. Safeguarding:
   * + 1. scrutinise, monitor and review safeguarding, Prevent and Keeping Children Safe in Education measures and systems;
       2. receive updates on specific incidents as appropriate.
2. Equality, Diversity and Inclusion:
3. Monitor the College’s compliance with the requirements of the Equality and Diversity Act
   * + 1. receive reports from the relevant College EDI forums relating staff and students, including achievement rates,
       2. Review the gender pay gap report prior to consideration by the Corporation.
4. Health and Safety;
   * + 1. monitor cross-college standards of Health & Safety through regular reports;
       2. consider for recommendation to the Corporation the annual H&S report.
5. Mental Health and Wellbeing
6. Maintain oversight of the actions being undertaken to support staff mental health and wellbeing.

g) The People Committee will review progress against the elements of the Annual Operating Plan relating to points a) to f), above. The Committee will also maintain awareness of the cross-cutting themes as detailed in the Oaklands College Strategic Plan in undertaking its work.

P Thompson

Chair

Date: 11 July 2022