

JOHN WHEATLEY COLLEGE
BOARD OF MANAGEMENT
PERSONNEL AND STAFFING COMMITTEE
TERMS OF REFERENCE

1. Composition of the Committee

The Personnel and Staffing Committee shall comprise a minimum of five members of the Board of Management. The Chair of the Board and the Principal shall also be ex officio members.

The Committee's Chair and members shall be appointed for a period of two years by a meeting of the Board of Management. Membership of this Committee shall not be open to either the academic or support staff representatives on the Board of Management or the student representative

The Committee may also be attended, at the invitation of the Chair, by other members of the College's academic or support staff or other advisers. The purpose of such invitations shall be to provide specialist information and advice to assist the Committee in its deliberations.

The Board of Management may co-opt up to two persons from outwith the College to membership of the Committee for a period of two years.

2. Voting Rights

Voting rights shall rest only with full members of the Board of Management.

The Chair possesses both a deliberative and a casting vote.

3. Quorum

The quorum for meetings of the Personnel and Staffing Committee will be three voting members.

4. The Remit of the Personnel and Staffing Committee

The Personnel and Staffing Committee shall be responsible for the following:

- a) the establishment of recruitment policies and selection procedures for both academic and non-academic staff;
- b) to recommend to the Board the recognition of Trades Unions and professional associations operating within the College;

- c) strategic matters associated with the discharge of the College's personnel function not specifically delegated to the College Management Team;
- d) consider the deliberations of the College's Joint Consultative and Negotiating Committees;
- e) the receipt of periodic progress reports in respect of the College's personnel policies and strategic priorities;
- f) monitoring adherence to the College's Health and Safety Policy and receiving minutes of the College's Health and Safety Committee and of its Risk Management Group;
- g) monitoring the College's progress in the implementation of its Race equality Policy and its Race Equality action plan and similar provision made for those with disabilities;
- h) the consideration of reports on training and staff development as appropriate;
- i) appoint members of the College's Operational Management Team; and
- j) any other appropriate matters referred to it by the Board of Management.

5. Notice of Meetings

The Personnel and Staffing Committee shall meet a minimum of three times per academic year according to a schedule approved by the Board of Management. An agenda shall be drawn up by the Principal and published by the Secretary to the Board. This document and associated papers should be sent by first class post to an address nominated by members, five clear working days before the Committee meeting.

6. Business at Meetings

At a meeting of the Committee no business other than that specified on the agenda shall be discussed.

Formal minutes shall be kept by the Secretary to the Board or an appropriate member of College staff.

7. Order of Business

The order of business at the meeting of the Committee shall be as follows:

- a) the Sederunt;
- b) the agenda (taken as read);
- c) declaration of interest;

- d) the minutes of the previous meeting (copies of which will have been distributed with the agenda. These will be taken as read and, if need be, corrected or amended. Once they are accepted they will be signed by the Chair);
- e) matters arising from the minutes;
- f) any business which might remain from the agenda of the previous meeting;
- g) questions tabled by members of the Committee; and
- h) the business of the Committee indicated on the agenda.

The Committee may, on a majority vote of those present and voting, vary the order of business so as to give precedence to agenda items of special urgency.

There shall be no facility to consider other business at meetings of the Committee.

8. Conduct of Meetings

Meetings of the Committee shall be conducted in all other respects in line with the College's Standing Orders regulating meetings of the Board of Management.

Members of the Committee may table questions about competent matters. Such questions should be submitted, in writing, five clear working days prior to meetings.

9. Compliance with Freedom of Information Act

The agendas, associated papers and minutes for this Committee will be made available in accordance with the Board of Management's Standing Orders and Freedom of Information Publication Scheme.

IG/AS/RS
JWC
June 2006