

1. The Workforce Development Committee shall be a committee of the Corporation Board.
2. The committee shall consist of up to nine members appointed by the Corporation Board. The principal and chief executive officer will be one of the members.

Membership may include additional persons with relevant HR (or other) experience who are not governors but who have been approved by the Corporation Board to be co-opted external members of the committee. Three places on the committee will be reserved for members of staff who are not governors.

3. Members shall serve for a period of one academic year and shall be eligible for reappointment.
4. The committee shall be served by the head of governance or his/her deputy.
5. The chair of the committee shall be elected by the members of the committee.
6. The quorum shall be three members of the Committee, with a minimum of two external/independent governors being required as part of the quorum. In the event of the chair being unable to attend, the remaining members shall elect a chair from among those present.
7. The HR director and other appropriate college staff (as determined by the HR director) will be invited to attend the meeting. The chair may invite such other individuals to attend any meeting if deemed appropriate to the business.
8. The committee shall meet on at least one occasion every term, or at the request of the chair, and will be empowered to act on behalf of the Corporation Board in HR matters requiring urgent consideration, except that the Corporation shall not delegate those items specified in s.9 of the Articles of Government. The committee may also consider any other matter referred to it by the Corporation.
9. The committee has overall responsibility for the direction and oversight of all personnel matters relating to the function of the board of management as employer of the college's staff, excluding those pertaining specifically to senior postholders and the governance professional (for which responsibility lies with the Senior Postholder and Governance Committee).
10. The committee shall oversee the development and auditing of all human resource strategies and work streams, and this shall include:
  - (i) Overseeing the People Strategy and monitoring actual performance against KPIs
  - (ii) Overseeing the human resources measures surrounding turnover, absence, diversity and teaching qualifications
  - (iii) Ensuring that the college has appropriate succession plans in place for senior management, teaching and support staff (to include a leadership strategy)

- (iv) Reviewing human resources policies within the college, including those relating to recruitment and selection, terms and conditions of employment including discipline and grievance, health and safety, and training and development, staff development and appraisal
  - (v) Overseeing the provision of computerised human resources systems
  - (vi) Overseeing the college's job evaluation system
  - (vii) Overseeing the provision of occupational health support
  - (viii) Monitoring progress against the Equality, Diversity and Inclusion Action Plan as it pertains to staff
  - (ix) Ensuring that the college has in place an effective performance management framework and appraisal framework
  - (x) Ensuring that appropriate arrangements are in place for effective dialogue with trade unions
  - (xi) Ensuring that pay and conditions of employment are properly determined and that pension arrangements are monitored, except for pay and pensions of senior postholders and the governance professional (which fall within the remit of the Senior Postholder and Governance Committee, with final approval of any variations to be given by the Corporation Board)
  - (xii) Ensuring that the college is operating within all legal requirements relating to employment law and other legislation affecting employment
  - (xiii) Reviewing and approving the annual Gender Pay Gap Report and staff-related elements of the Public Sector Equality Duty Report
  - (xiv) Staff engagement and involvement activities (including but not limited to staff surveys and exit interviews – to assess workplace 'climate')
  - (xv) Staff reward and recognition
  - (xvi) Workforce planning linked to the college business plan
  - (xvii) Overseeing staff wellbeing (physical and mental)
11. The minutes of the committee shall be submitted to the next full meeting of the Corporation Board for information as appropriate.