

HEFCW Human Resources Committee Remit

1 CONSTITUTION

A Committee of the Council to be known as the Human Resources Committee (the Committee) established with the following Terms of reference and standing orders by a resolution of the Council dated the 12th day of December 2008.

2 TERMS OF REFERENCE

The duties of the Committee shall be:

- a) to consider proposals for terms and conditions of employment and pay and grading structures for employees of the Council, other than those delegated to the Remuneration Committee, and to agree, on behalf of the Council, recommendations to be submitted to the Welsh Assembly Government;
- b) to seek to ensure that appropriate HR policies and procedures, reflecting best practice, are in place for the employees of the Council;
- c) to approve significant changes in organisation design;
- d) to seek to ensure that appropriate training and management development programmes are in place for the staff of the Council, and that these are underpinned by a robust performance appraisal scheme;
- e) to recommend to the Council for approval a Partnership Agreement with appropriate trades unions, and to approve on behalf of the Council any major employee relations programmes;
- f) to consider and approve on behalf of the Council internal Health and Safety policies and procedures for staff;
- g) to consider matters connected with the quality assurance and development of the internal operations of the organisation, and to monitor progress towards the achievement of the liP standard and any other quality standards that may be considered appropriate for the organisation;
- h) to hear and determine on behalf of the Council any appeals by employees of the Council arising from any Appeals procedures available to employees of the Higher Education Funding Council for Wales; and to make a recommendation to the Council;
- i) to consider any matters referred to the Committee by the Council.

3 STANDING ORDERS

3.1 The standard HEFCW Committee Standing Orders shall apply.

3.2 Membership and Attendance

3.2.1 The Committee shall comprise up to four members, including three members from within the membership of the Council, one of whom will Chair the Committee. The fourth member of the Committee will be a co-opted member with expertise in Human Resources.

3.2.2 The quorum for Committee meetings is two members, including the Chair or his/her nominee

3.2.3 The Director of Finance & Corporate Services and the Head of Resources shall normally attend the meetings of the Committee.

3.2.4 Other HEFCW staff, including members of the HR team, and staff union and non-union representatives, may be invited to attend the meetings at the discretion of the Chair. External expert advisors may also be invited to attend meetings.

3.2.5 The HR and Training Manager shall service the Committee.

3.3 Authority

3.3.1 The Committee shall have delegated authority to determine the outcome of appeals to the Council by staff employed by HEFCW under any Appeals procedures established by HEFCW.

3.3.2 The Committee shall have authority to agree recommendations in respect of HR policies and procedures and pay and grading structures, and to agree recommendations in respect of annual pay awards with respect to all staff other than those for whom the Remuneration Committee is responsible, to be submitted to the Welsh Assembly Government for approval.