

1. Constitution

- 1.1. 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 and amended 24 November 2011, 22 January 2014; 20 September 2018 and 14 May 2020.

2. Terms of Reference

The specific duties of the Committee will be:

- 2.1. 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 Government;
- 2.2. to monitor the project management of periodic pay reviews of employees of the Council;
- 2.3. to seek to ensure that appropriate HR policies and procedures, reflecting best practice, are in place for the employees of the Council;
- 2.4. to approve significant changes in organisation design and to review the organisation's procedures for succession planning, including monitoring the equality profile of employees of the Council;
- 2.5. 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;
- 2.6. 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;
- 2.7. to consider and approve on behalf of the Council internal Health and Safety policies and procedures for staff;
- 2.8. to consider matters connected with the quality assurance and development of the internal operations of the organisation, and to monitor progress towards any quality standards that may be considered appropriate for the organisation;
- 2.9. to monitor an agreed dashboard of HR metrics and report to Council on an exception basis;
- 2.10. 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;
- 2.11. to consider any matters referred to the Committee by the Council.

3. Standing Orders

- 3.1. The standard HEFCW Committee Standing Orders shall apply, including ensuring advice from the Committee to the Council is given in accordance with the principles and goals of the Well-being of Future Generations (Wales) Act 2015.

4. Membership and Attendance

- 4.1. The Committee shall comprise up to five members, including three members from within the membership of the Council, one of whom will Chair the Committee. Two other members of the Committee will be co-opted independent members with expertise in Human Resources.
- 4.2. The quorum for Committee meetings is two members, including the Chair or their nominee and one independent member.
- 4.3. The Chief Executive and the Director of Corporate Services shall normally attend the meetings of the Committee.
- 4.4. 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.
- 4.5. The Senior HR Manager shall service the Committee.

5. Frequency of Meetings

- 5.1. There shall normally be two meetings per year.

6. Authority

- 6.1. 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.
- 6.2. 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 Government for approval.

7. Reporting

- 7.1. Minutes of the meeting of the Committee will be circulated to the next meeting of the Council, following approval by the Chair of the Committee.
- 7.2. The Committee will submit an annual report to the Council on the discharge of its duties.

8. Review

- 8.1. The Committee Terms of Reference and membership will be reviewed annually and any proposed changes submitted to Council for approval.

Composition of the Human Resources Committee

Committee Members

Council

- Aaqil Ahmed (Chair)
- Christine Ennew (Deputy Chair)
- John Greystone

Nominations Committee appointees

- 2 members of the Committee will be co-opted independent members with expertise in Human Resources.

Officers

- Chief Executive
- Director of Corporate Services
- Senior HR Manager (secretary)

Other

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.

Terms of Reference last reviewed: **14 May 2020**