

TERMS OF REFERENCE FOR THE HUMAN RESOURCES COMMITTEE 2023/24

Composition of Membership of Committee:

Chair or Vice Chair of Governors (ex-officio)

Headteacher (ex-officio)

and a minimum of 6 additional Governors including the following:

A teacher governor, a support staff governor, a governor from the Resources committee and a governor from the Curriculum committee.

Associate Membership:

Deputy Headteachers

Assistant Headteacher for Human Resources

Only Governors have voting rights

Attendance The committee may invite to particular meetings, individuals responsible for Human Resources management within the College

Quorum: The Headteacher or nominated Deputy and three other governors including the Chair or Vice Chair of Human Resources.

PA to Committee: Natalie Mann

Period of Office: 4 years or for as long as a member remains eligible whichever is the shorter.

Meeting dates 07.11.23, 27.02.24 & 07.05.24

Date agreed: 19 September 2023

Date of review: September 2024

Committee Chair's Signature

Brief

To consider the efficient management of the Human Resources of the College within the framework of the development plan and Governors' policies including employment legislation and relevant local agreements.

Terms of reference	Decision or Recommendation	Review Cycle
a) Critically analyse the annual performance management cycle and report in order to ensure the process: <ul style="list-style-type: none">Is applied consistentlyPay decisions are based on objective evidence CPD opportunities have been provided to remove barriers and enhance effective performance. (In doing so check that there is no discrimination against those with protected characteristics)	D	Aut
b) Monitor and evaluate the impact of staff development strategy, to help ensure teachers, support staff and governors have the information, support and training necessary to be successful in their roles.	D	Aut
c) Monitor the impact of staff absence, recruitment and	D	Aut

Terms of reference	Decision or Recommendation	Review Cycle
retention and identify whether there are underlying concerns or issues which need to be addressed		Spr
d) To undertake an interim review of the performance of all teaching staff eg any that are a cause for concern.	D	Spr
e) To monitor and evaluate arrangements for interviewing and appointing staff, including agreeing governor involvement in different types of appointments and ensure every member of staff has a contract of employment.	D	Spr
f) To ensure that requirements for safer recruitment are in place and that there is an up to date central record of recruitment and vetting (DBS) checks held in the College.	D	Spr
g) Monitor and review the staffing structure to ensure it reflects the needs of the College in terms of curriculum delivery and recommend to the Resources committee, in line with the Finance policy any amendments to the staffing structure.	R	Sum
h) To ensure work / life balance issues for all staff are given proper consideration when making decisions and that the working conditions and wellbeing of the staff are kept under review.	R	Sum
i) Undertake a skills audit of the Governing Board and review new governors pack, induction and training needs for the Governing Board and Clerk and identify any skills gaps which need to be filled	D	Sum
j) If necessary, to determine dismissal payments /early retirement and recommend to the Resources Committee. If timing of the meeting does not enable this to happen, then a decision can be taken by the Chair of the Governing Board (Vice Chair in their absence) and the Chair of the HR Committee (Vice Chair in their absence).	R	As necessary
k) To review HR policies annually (see Appendix A) and recommend changes ensuring staff are informed of these Note: Student Medical Conditions, Pay, Redundancy, Safeguarding policies have to be recommended to FGB for approval	D R	According to Rolling Programme
l) To monitor progress against actions within the AIP which relate to the HR committee	R	Aut Spr Sum

Terms of reference	Decision or Recommendation	Review Cycle
m) To ensure that staff are consulted on changes to policies that affect their terms and conditions of service, including arranging consultation with unions, where appropriate	R	Aut Spr Sum
n) To identify and recommend to the Risk Management Committee items relating to the College that may need registering in the Risk Register.	R	Aut Spr Sum
o) If it is not practical to obtain approval for bids and grants and/or the supply/procurement of goods and services (ensuring that VFM has been achieved and the robust principles of the Finance policy have been followed) from a full meeting of the Human Resources Committee, as the requests falls outside of meeting dates, the Chair or Vice Chair of the Human Resources Committee has delegated power to agree such urgent requests in conjunction with the Director of Finance and Resources.	D	As necessary
Withdrawal from Meeting Any person employed to work at the College (if they are named), other than the Headteacher, must withdraw from the meeting for discussions and decisions concerning the pay or performance of anyone employed at the College. The Headteacher must withdraw if his or her performance is being discussed.		

Appendix A

Policy	Review Cycle	ECC Staff Responsible
Disciplinary Policy	Annual	L Malton
Employee Equality and Diversity Policy	Annual	P Rowe
Whistleblowing Policy	Annual	L Malton
Grievance Policy & Procedure	Annual	P Rowe
Flexible Working Requests Policy	Annual	P Rowe
Exit Interview Policy	Annual	P Rowe
Flexible Retirement Policy	Annual	P Rowe
LGPS Pension Employer Discretions Policy	Annual	P Rowe
Staff Leave of Absence Policy	Annual	P Rowe
Managing Sickness Absence Policy	Annual	P Rowe
Freedom Information Publication Scheme	Annual	L Malton
Pay Policy *	Annual	P Rowe
Support Staff Appraisal Policy	Annual	P Rowe
Teaching Staff Appraisal Policy	Annual	P Rowe
Leading Improvement in Teaching Policy	Annual	L Malton
Capability Policy	Annual	P Rowe
Intimate Care	Annual	L Malton
Student Medical Conditions *	Annual	L Malton
Staff Code of Conduct	Annual	L Malton
Complaints Policy	Annual	L Malton
No Smoking at Work Policy	Annual	P Rowe
Staff Consultation and adjustments to school staffing structures	Annual	P Rowe
Domestic Violence Policy	Annual	P Rowe
Drugs & Alcohol Misuse Policy	Annual	L Malton
DBS Policy Statements	Annual	P Rowe
Redundancy Policy *	Annual	P Rowe
Recruitment & Selection Policy	Annual	P Rowe

Statement of Particulars (Teaching and Non Teaching)	Annual	P Rowe
Probationary Policy for School Support Staff	Annual	P Rowe
Maternity Policy	Annual	P Rowe
Maternity & Adoption Support Policy	Annual	P Rowe
Adoption Policy	Annual	P Rowe
Shared Parental Leave	Annual	P Rowe
Safeguarding and Child Protection Policy *	Annual	H Miles
Bring Your Own Device Policy	Annual	P Burberry
CPD Policy	Annual	L Malton
Data Protection and Images	Annual	L Malton
Data Protection Policy	Annual	L Malton
Data Retention Policy	Annual	L Malton
Data Breach Policy	Annual	L Malton
Working with Volunteers	Annual	P Rowe
Anti-Harassment and Bullying Policy	Annual	P Rowe
Allegations of Abuse Against Staff Policy	Annual	P Rowe
Wellbeing Policy	Annual	P Rowe
Pandemic Policy	3 yearly	A Davis

* These four policies have to be agreed at FGB, although they can be reviewed by HR.