

Terms of Reference, Constitution and Procedures

1. Terms of Reference

- 1.1. The Committee has such powers as the Corporation is able to delegate on employment matters (other than for senior post holders) and is responsible to the Corporation for the following:

To act in accordance with the delegated powers below: -

- a) setting a framework for the pay and conditions of service of all staff (other than senior post holders and the Clerk).
- b) considering and approving all policy and procedural documents relating to employment matters as required by 2.1 (a) above.
- c) To determine any employment relations matters referred by the Principal.
- d) To advise the Corporation on matters relating to Trade Union recognition and consultation arrangements.
- e) To oversee the College's safeguarding children arrangements, to monitor and review the College Child Protection and vulnerable adult policy and procedures annually.
- f) To oversee and approve the college's Continuous Professional Development Plan within the approved budget and consistent with the objectives of the Strategic Plan and the Quality Improvement Plan.
- g) To consider and make recommendations to the Corporation on the annual pay award for staff (other than senior post holders and the Clerk).
- h) To make recommendations to the Corporation as appropriate.

2. Membership (5)

- 2.1. The Committee shall have 5 Members including the Principal and, where appropriate, an external co-opted member. The membership may not include staff or student members.
- 2.2. The Committee may invite the Corporation's officers, advisers or other third parties to attend meetings of the Committee as appropriate, but such persons shall not have a vote but shall be entitled to speak at the invitation of the Committee Chair.
- 2.3. The Clerk to the Corporation shall normally act as Clerk to the Committee

3. Term of Office

- 3.1. Members shall be appointed annually by the Corporation
- 3.2. At the end of their term of office, members may be re-appointed subject to their remaining eligible.

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- 3.3. Any member, who has been absent from meetings of the Committee for more than six consecutive months without permission of the Chair of Corporation, shall cease to be a member of the Committee. In the case of absence of the Chair of Corporation from meetings for more than six consecutive months permission should be sought from the Vice-Chair of Corporation.

4. Chair

- 4.1. The Committee shall appoint a Chair, elected by a majority of votes cast by members.
- 4.2. The term of office for the chair shall be one year but a chair may stand for re-election. A chair shall cease to hold office, if he/she resigns by giving written notice to the Clerk to the Corporation, or if they cease to be a member of the Committee.
- 4.3. The Committee shall select one of its members to preside over a meeting if the chair is unable to attend.

5. Quorum

- 5.1. The quorum of the Committee shall be three Governors

6. Frequency of Meetings

- 6.1. Meetings shall be held not less than once a term
- 6.2. Meetings shall be convened by the Clerk to the Corporation giving at least seven calendar days notice and providing a full agenda to every member. Such notice shall state the time, date and place of the meeting.
- 6.3. If in the reasonable opinion of the chair there are matters, which require urgent consideration, the Clerk to the Corporation may convene a meeting of the Committee, giving at least three days notice.

7. Record of Meetings

- 7.1. The names of members present at a Committee meeting shall be recorded in the minutes of the meeting.
- 7.2. The chair shall sign the minutes of the previous meeting at the following meeting to confirm that they are an accurate record.
- 7.3. Copies of the agenda, papers, draft minutes approved by the Chair and signed minutes for each meeting shall be made available for public inspection as soon as reasonably practicable at Priory House, Shrewsbury Sixth Form College, Priory Road, Shrewsbury, with the exception of confidential items.
- 7.4. An item may be excluded from public inspection if it relates to any matter which the Committee is satisfied should be dealt with as confidential.

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- 7.5. Members shall respect the confidentiality of items of business, which have been determined as confidential.

8. Voting

- 8.1. Where the Committee cannot reach agreement on any matter, it shall be determined by a majority vote. Where the votes are equal, the chair shall have a second or casting vote.
- 8.2. All members shall comply with the doctrine of collective responsibility and stand by a decision once made.
- 8.3. Members may not vote by post or by proxy.

9. Code of Conduct

- 9.1. In carrying out their functions members are expected to act in accordance with the seven principles of public life, as recommended by the Nolan Committee's report, "Standards in Public Life", namely: selflessness; integrity; objectivity; accountability; openness; honesty; and leadership.
- 9.2. Members shall declare their interest, whether pecuniary or non-pecuniary, in any item on the agenda. They shall take no part in the decision relating to that item and not form part of the quorum, when any decision is made in respect of that item.
- 9.3. Members shall not allow any conflict of interest to arise, which may interfere, or be perceived to interfere, with the exercise of their independent judgement.
- 9.4. Members shall not accept gifts, hospitality or benefits of any kind, which may be seen as compromising their personal judgement, objectivity or integrity.
- 9.5. In conducting its business the Committee shall have regard to relevant Acts and amendments thereto including the requirements of the Sex Discrimination Act 1975, the Race Relations Act 1976, the Disability Discrimination Act 1995, the Human Rights Act 1999 and the Age Discrimination Act 2006.

10. Complaints

- 10.1. Any complaints about the operation of the Committee shall be addressed in the first instance to the Clerk to the Corporation, who shall seek to resolve the complaint and report the outcome to the next meeting of the Committee. If the complaint cannot be resolved by the Clerk, it shall be reported to the next meeting of the Corporation.

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11. **Review of Terms of Reference**

- 11.1. The Committee will review these Terms of Reference every three years or as necessary or required by legislation.
- 11.2. Any amendments to this document shall be approved by the Corporation.