STAFFING COMMITTEE TERMS OF REFERENCE

1.0 MEMBERSHIP AND CHAIRMANSHIP

1.1 Membership of the Committee shall comprise at least five members of the Governing Body to include the Chief Executive.

1.2 No staff or student member of the Governing Body shall serve as a member of the Committee.

1.3 The Chair of the Committee shall be appointed by the Committee from amongst its members and shall normally serve for a term of two years, and shall be eligible for re-election thereafter. The Chief Executive shall not be eligible for appointment to this position.

1.4 In the absence of the Committee Chair at a meeting, the Committee shall elect another member of the Committee, other than the Chief Executive, to chair the meeting.

2.0 QUORUM

2.1 The quorum for the Committee shall be three.

3.0 ATTENDANCE AT MEETINGS

3.1 Relevant members of the senior management team, as designated by the Chief Executive, will normally attend meetings of the Committee.

3.2 The Committee may invite other college personnel or third parties to attend any meeting of the Committee where their knowledge or experience could contribute to the business of a particular meeting.

3.3 The Secretary to the Governing Body will act as Secretary to the Committee.

3.4 Only committee members shall be entitled to vote on any matter under consideration by the Committee.

4.0 FREQUENCY OF MEETINGS

4.1 The Committee shall meet at least four times during the academic year with additional meetings held as required.

5.0 VOTING PROCEDURE

5.1 The voting procedure shall be in line with the Articles of Government and Standing Orders for the South West College with the Committee Chair having a second or casting vote where there is an equal

division of votes.

6.0 REPORTING PROCEDURE

6.1 Minutes of meetings of the Staffing Committee shall be circulated to all members of the Governing Body subject to any confidentiality restrictions.

6.2 The Chair of the Committee shall give a verbal report to the Governing Body in support of the minutes. If the Chair of the Committee is absent from a Governing Body meeting, he / she shall nominate a member of the Committee to deliver the verbal report of the committee meeting to the Governing Body.

6.3 For operational efficiency, the Chief Executive may approve routine resourcing matters and will report such approvals to the Staffing Committee and / or Governing Body at the next meeting.

6.4 For operational efficiency, the Chair of the Governing Body may approve staffing proposals recommended by the Committee for the approval of the Governing Body, as per his / her authority to take decisions between meetings as outlined in the College's Standing Orders, and will report such actions to the Governing Body at its next meeting.

7.0 FUNCTION AND AUTHORITY

7.1 To review and inform arrangements for the recruitment, selection, promotion and remuneration of staff, other than the specific arrangements for senior staff as defined within the Articles of Government, and to ensure that these comply with legislation.

7.2 To ensure, upon the occurrence of a vacancy or expected vacancy in the post of Chief Executive or Deputy Chief Executive, that the required arrangements are put in place in accordance with the relevant provisions of the College's Recruitment and Selection Policy.

7.3 To ensure that each member of staff serves under a contract of employment with the College.

7.4 To review and inform human resources and equality policy and strategy which underpins the College's strategic objectives for people and organisation development.

7.5 To review and inform health, safety and wellbeing policy and strategy for the management of workplace health, safety and wellbeing and to regularly monitor and review health, safety and wellbeing activity, outcomes, and trends.

7.6 To deal with staff disciplinary, grievance and other such matters in accordance with agreed and established policies and procedures.

7.7 To ensure that arrangements are in place for the promotion of good industrial relations.

7.8 To review and inform staff related strategies and policies.

7.9 To monitor the effectiveness of the College's staffing structure and culture.

7.10 To ensure that workforce planning and staff development is undertaken to meet changing workforce requirements.

7.11 To regularly monitor levels of absenteeism and application of the College's Sickness Absence Management Policy.

7.12 To receive reports on all relevant staffing matters including resourcing, current and projected staffing needs, staff development, equality, health and safety and redundancy matters, and to advise the Governing Body as required.

Adopted by the Governing Body on:

04 November 2026