



**TERMS OF
REFERENCE**

**EMPLOYMENT
COMMITTEE**

REDCAR & CLEVELAND COLLEGE

TERMS OF REFERENCE

EMPLOYMENT COMMITTEE

1. CONSTITUTION

The Corporation hereby resolves to adopt the following terms of reference for the Employment Committee.

2. OBJECTIVE

The Committee shall make recommendations to the Corporation on matters affecting the employment of its employees, except for those employees, and the Clerk to the Corporation if not an employee, who are determined by the Corporation to be senior postholders.

3. MEMBERSHIP

3.1 The Committee shall be appointed by the Corporation and consist of six Corporation members.

3.2 A quorum shall be 50% of the total membership provided that of those present at least 50 % shall not be employees of any kind.

3.3 The Chairman of the Committee shall be appointed by the Committee.

4. ATTENDANCE AT MEETINGS

4.1 In addition to the members of this Committee the College's Personnel Manager will be invited to attend meetings.

4.2 The Clerk to the Corporation shall be Clerk to the Committee.

5. FREQUENCY OF MEETINGS

5.1 Meetings shall be held not less than three times a year.

6. DUTIES

The duties of the Committee are to:

6.1 Consider policies on both the recognition of staff unions and associations and on procedures for conducting business with them, and to make recommendations on these policies to the Board.

6.2 Receive recommendations from the College's executive relating to the pay, conditions of service and other contractual rights and responsibilities of staff and to make recommendations to the Board.

- 6.3 Consider and review (in accordance with the powers of the Committee) staffing structures and policies to facilitate the objectives identified in the College's Strategic Plan.
- 6.4 Consider and advise on strategies and policies which ensure the development of the College's staff and which enable the College, through this development, to achieve its strategic objectives.
- 6.5 Consider and oversee the disciplinary policies for staff other than senior postholders in the College.
- 6.6 Consider and oversee the grievance policies for staff other than senior postholders in the College.
- 6.7 Remit to the Finance and General Purposes Committee consideration of proposals (from 6.1 to 6.6 above) which increase expenditure and which do not fall within the delegated powers of the Principal.
- 6.8 Consider issues remitted to the Committee by the Board.
- 6.9 Extend an invitation to staff members whenever appropriate to attend the Employment Committee.
- 6.10 Monitor, on behalf of the Board, industrial relations within the College.
- 6.11 Form and maintain an Appeals Committee.

7 REPORTING PROCEDURES

- 7.1 The Clerk to the Committee shall circulate minutes of the meetings of the Committee to all Corporation members.
- 7.2 The Committee shall provide a report of its work to the Corporation, annually or more frequently, if necessary.

8. OTHER MATTERS

- 8.1 Negotiations and consultations will take place outside of this Committee between the College Executive and the recognised Trades Unions on both a formal and informal basis.
- 8.2 Any financial implications of these negotiations will be referred to the Finance and General Purposes Committee.

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