



# TRURO AND PENWITH COLLEGE CORPORATION



## Employment and Business Policy Committee

### Terms of Reference

#### 1. Membership

- 1.1 The Committee shall be appointed by the Corporation and shall consist of at least six members (including the Principal) or such other number as the Corporation may from time to time determine.
- 1.2 The Chair and Vice-Chair shall be appointed for a three year period (or a period consistent with their term of office as a governor) by the Corporation on the recommendation of the Search Committee.
- 1.3 The Director of Operations, Director of Studies, Director of Curriculum, Director of Quality, Director of Partnerships and Personnel Officer shall normally attend meetings, and the Committee shall have the power to invite such other persons to attend meetings as may be desirable and necessary.
- 1.4 Other Corporation members may attend meetings, in an observer capacity, with the prior approval of the Chair of the Committee.

#### 2. Quorum

Meetings of the Committee shall be quorate if three members or 40% or more of the membership is present, whichever is the greater.

#### 3. Clerk

- 3.1 The Clerk to the Corporation shall be Clerk to the Committee.
- 3.2 The Clerk shall be responsible for calling meetings, for issuing agendas and agreeing the inclusion of items to the agenda following consultation with the Chair of the Committee and the Principal.
- 3.3 If the Clerk withdraws from a meeting or part of a meeting, the Committee shall appoint a person from among the members to act as Clerk during this absence.

#### 4. Meetings

The Committee shall meet at least termly on a cycle consistent with the activities and requirements of the College.

## 5. Responsibilities

- 5.1 To consider and approve a framework, including any subsequent amendments, for the pay and conditions of service of all College Staff (with the exception of Senior Postholders), including maternity pay and maternity leave, sick pay and sick leave, payment of travelling and subsistence expenses and other requirements.
- 5.2 Subject to compliance with the annual budget approved by the Corporation and excluding senior postholders, to consider and approve annual pay awards for staff of the College.
- 5.3 To monitor and advise the Corporation on all aspects of the College's personnel strategy including recruitment policies, health and safety, the promotion of equality and diversity, staff development activities and other policies and procedures relating to the employment of staff.
- 5.4 To consider and approve, after consultation with the staff, rules relating to the competence, conduct and discipline of staff, having due regard to the need to observe the principle of academic freedom (by which academic staff of the institution have freedom within the law to question and test perceived wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their jobs or privileges).
- 5.5 To consider and approve, after consultation with the staff, procedures for the suspension and dismissal of staff (with exception of the Senior Postholders), including rules and arrangements for hearing and determining appeals and specifying notice periods.
- 5.6 To consider and approve, after consultation with the staff, rules specifying procedures by which staff may seek redress of any grievances relating to their employment.
- 5.7 To review and approve strategies relating to the promotion of employer engagement, the development of relationships with the business community and arrangements for responding to the needs of employers.
- 5.8 To monitor and advise the Corporation on the development of student employability through apprenticeships, traineeships, work placement opportunities and input from employers to raise aspirations, enhance career prospects and develop workforce skills.
- 5.9 To consider and advise the Corporation on the College's portfolio of courses in respect of meeting employers needs and enhancing student employability.
- 5.10 To monitor and review the provision of careers information, advice and guidance for students, in line with the Gatsby Foundation Benchmarks.
- 5.11 To monitor and advise the Corporation on the employment destinations, career pathways and progression of students.

5.12 To deal with such other employment or business relations matters as may from time to time be referred to the Committee for consideration or approval.

## **6. Reporting Responsibilities**

6.1 The Clerk to the Committee shall circulate the minutes of each meeting, after approval by the Chair, to the Committee members, the Chairs of the other standing committees and the Chair and Vice-Chair of the Corporation.

6.2 Such minutes shall be included as part of the agenda papers for the following Corporation meeting.

## **7. Review**

7.1 The membership and terms of reference of the Committee shall be reviewed by the Committee every four years.

7.2 Amendments to membership and terms of reference shall be made by the Corporation on the recommendation of the Committee.