

GOWER COLLEGE SWANSEA

Meeting Title	Human Resources Committee	
Membership	Determined by:	Corporation Board
	Number of members	6 Members of the Board
	Chair	Chantal Patel
	Members:	John Britton (Vice Chair) Colin Cornelius Andrew Donald Carol Green Mike Day Chantal Patel
Attendees	Principal Deputy Principal Director of Human Resources	
Servicing Secretary	Clerk to the Corporation	
Terms of Reference	<ol style="list-style-type: none"> 1. To consider and approve all policy matters involving Human Resources and recommend to the Board for approval issues relating to Human Resources strategy. 2. To receive and consider a report on Human Resources at each meeting, which will include matters concerning: <ul style="list-style-type: none"> • human resource strategies linking to the Institutional Plan; • proposals for major changes in management and staffing structures; • framework of contracts and conditions of service of broad categories of staff; • framework of pay structures and grades including any 	

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	<p>links to performance;</p> <ul style="list-style-type: none"> • policies linked to staff contracts and/or required by legislation; • industrial relations strategies; • proposals for the release of staff by redundancy or early retirement; • strategies for achieving efficiencies, gaining productivity or improving quality in relation to staffing and in line with college financial plans. <p>3. To consider reports on staff related matters which might pose risk to financial, reputational and quality implications or other matters that are deemed appropriate by the Board for escalation.</p>
Quorum	At least 40% of the aggregate of the total number of members of the Committee
Reporting Procedures	Corporation Board Gower College Swansea
Required Frequency of meetings	At least once a term
Terms of Reference and Constitution Reviewed	Approved 14 June 2010 Chair and Vice Chair appointed 23 September 2010