# STAFF COMMITTEE

## Terms of Reference

<table>
<thead>
<tr>
<th>1. Constitution and Purpose</th>
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<tr>
<td>1.1 In accordance with Statute 4, (paragraph 6a), the Court has established a Staff Committee.</td>
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<th>2. Remit</th>
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<tr>
<td>2.1 The Court <strong>delegates authority</strong> to the Staff Committee to:</td>
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<tr>
<td>a) receive and endorse for onward recommendation to the Court a human resources strategy to support the University's Strategic Plan and monitor and review progress in implementing the human resources strategy;</td>
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<td>b) receive and endorse the annual workforce plan which is put in place to reflect the staffing implications of the University's Strategic Plan;</td>
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<td>c) receive and endorse the appropriate performance measures and benchmarking developed for the management of human resources;</td>
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<td>d) consider a review of performance against benchmarks for people management to ensure that high standards are met and that progress is made towards “best practice”;</td>
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<td>e) receive and endorse the arrangements in place to comply with the University’s duties as a public body in relation to equality and diversity;</td>
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<td>f) receive and endorse the development and implementation of human resources and employment policies which meet Scottish Funding Council conditions as well as legislative, “best practice” and strategic objectives, and which support effective staff development and reward arrangements aligned to the needs of the University;</td>
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<tr>
<td>g) receive and endorse the development and implementation of effective policies and procedures which provide appropriately for superannuation, pension, retirement benefits for all employees of the University, or severance payments for staff grade 1-9;</td>
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<tr>
<td>h) receive and endorse the development and implementation of policies and procedures which provide for effective management of matters such as grievances and complaints, conflict of interest and public interest disclosure, and the handling of alleged infringements of academic freedom, noting that consideration of academic freedom itself is within the Senate’s remit, rather than the Staff Committee;</td>
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i) receive and endorse the creation and publication of a written statement of policy on health and safety, and the arrangements for the implementation of the Health and Safety policy;

j) receive and endorse the mechanisms put in place for staff representation and consultation in relation to all areas of human resource management, including health and safety;

k) receive and endorse the appropriate standards set to monitor the University’s activities in relation to health and safety;

l) receive and endorse the development and implementation of a clear and effective internal communications strategy, in relation to all areas of human resource management, including health and safety;

m) consider and make recommendations to Court on any other matters delegated to the Committee by the Court.

The Committee shall make onward recommendations to the Court in relation to fundamental policies which fall within the Committee’s Terms of Reference and which require approval by the Court.

2.2 The Staff Committee advises the Court on:

a) the human resources strategy in relation to the University’s strategic objectives, legislative changes and ‘best practice’;

b) strategic workforce planning and restructuring;

c) current and future capacity to meet benchmark targets and to achieve ‘best practice’ for people management;

d) strategic human resources and employment policy and practice;

e) matters relating to equal opportunities and diversity;

f) matters relating to provision for the welfare and security of employees;

g) matters relating to employee engagement;

h) matters relating to international staff governance; and

i) the arrangements in place for staff representation.

2.3 As the University operates internationally, [both] through its campuses in Dubai and in Malaysia [and through arrangements with partners in other jurisdictions] the remit of the Committee shall include consideration of such overseas campus activities [and international activities]. While the Committee can provide advice to and receive advice from the officers responsible for overseas campus activities both in the UK and overseas, the Committee will take into account the governance arrangements that operate for each campus and shall pay due regard to non UK legislation that might be applicable.
3 Composition and Membership

3.1 The composition of the Committee shall include:

- the Chair of Court
- the Principal and Vice-Chancellor
- at least four members of the Court (Independent or Staff)
- at least two co-opted members as appointed by the Court.

3.2 The Governance and Nominations Committee may recommend to the Court co-option of members who they consider have particular skills and experience to contribute to the work of the Committee and/or to serve as a co-opted member with a view to future membership of the Court.

3.3 Members are appointed to the Committee by the Court. The Committee’s current membership is as follows:

a) Ms Tracey Ashworth-Davies, Chair of the Committee and Independent Member of the Court
b) Mr Grant Innes, Chair of Court
c) Ms Morag McNeill, Deputy Chair of Court
d) Professor Richard A. Williams, Principal and Vice-Chancellor
e) Professor Mark Biggs, Vice-Principal
f) Mr Mike Tumilty, Independent Member of the Court
g) Mr Grant Innes, Independent Member of the Court
h) Dr Amos Haniff, Staff Member of the Court
i) Vacant, Staff Member of the Court
j) Ms Sue Paterson, Co-opted Member of the Committee
k) Vacant, Co-opted Member of the Committee

The Chair of Court and the Deputy Chair of Court will attend the meetings on an alternate basis agreed between them.

3.4 The term of office of the Court members who are members of the Committee is concurrent with their term of office on the Court.

3.5 The maximum term of office of co-opted members appointed by the Court is nine years. The initial appointment will be for three years with eligibility to be considered for appointment for up to two further periods of three years.

3.6 The Chair of the Committee will be a member of the Governance and Nominations Committee of Court which will regularly review the skills of the Committee’s membership and make recommendations to the Court on new appointments.
4 Equality and Diversity

4.1 The Committee will exercise its responsibility, as far as possible, to promote diversity of representation within its membership and the membership of any working group or committee established by the Committee. The Committee will also act to promote equality of opportunity for all colleagues who are involved in carrying out the business of the Committee.

5 Quorum and Voting

5.1 The quorum is three members who are also members of Court.

5.2 Members who are participating in a meeting by means of audio-visual conferencing or other means enabling them to communicate with all members present at the meeting simultaneously shall be deemed to be present at the meeting and to count towards the quorum.

5.3 Only members of the Committee shall be entitled to vote on any matter which involves powers and functions delegated to the Committee by the Court.

5.4 The Chair of the Committee shall have a deliberate and casting vote.

5.5 It is intended that decisions are normally reached by consensus following a full debate. There are no occasions stipulated in the Charter and Statutes which require a formal vote. Therefore, the Chair will normally seek agreement to the proposal in question, and only call for a vote either if there is a clear expression of dissent or if the matter is of particular significance.

6 Committee Chair

6.1 The Chair of the Committee shall be a member of the Court.

6.2 The Chair of the Committee shall be recommended by the Governance and Nominations Committee to the Court for appointment.

6.3 In the absence of the Chair of the Committee, members shall elect from among the members of the Committee who are present at the meeting a person to act as Chair for the meeting or until such time as the Chair of the Committee arrives.

7 Frequency of Meetings

7.1 The Committee usually meets four times a year.
7.2 Additional meetings may be held in order to meet business requirements at the request of the Chair of the Committee.

8 Attendance at Meetings

8.1 The following officers are normally expected to be in attendance at meetings:

   i) The Secretary of the University
   ii) The Global Director of Human Resources
   iii) The management representative Chair of the CJNCC (Combined Joint Negotiating & Consultative Committee)
   iv) The Head of Reward and Employee Relations
   v) The Committee Clerk

8.2 Other officers may be asked to attend when appropriate.

8.3 The Committee will maintain a record of attendance at each of its meetings.

8.4 Members are expected to maintain a pattern of regular attendance at meetings in person. When not feasible to attend in person, and with the consent of the Chair, attendance may be provided by audio-visual conferencing or other means which enables that member to communicate with each of the other members simultaneously. Any member not attending three or more meetings consecutively (without good reason) may have their membership reviewed by the Chair and the Secretary of the University. Members are required to submit their apologies to the Clerk of the Committee at the earliest opportunity.

8.5 Any member not attending three or more meetings consecutively (without good reason) may have their membership reviewed by the Chair and the Secretary of the University. Members are required to submit their apologies to the Clerk of the Committee at the earliest opportunity.

9 a) Reserved Business

9.1 There may be occasions when the Committee’s business is designated reserved (confidential).

9.2 The record of matters with which the Chair and the Committee are satisfied should be dealt with on a reserved basis and will be recorded separately.

9 b) Conflict of Interest

9.3 Where it is identified that a member of the Committee has a conflict of interest with respect to a given matter, the Chair may, on the advice of the Secretary, request that the member in question withdraw from participation in relevant
business. Depending on the nature of the business, this may allow for participation in discussions without taking part in decision-making or may require complete non-participation and/or withdrawal from that part of the meeting.

9.4 All instances of identified conflicts of interest shall be recorded in the minutes.

10 Reporting Procedures

10.1 The Committee will submit regular reports to the Court based on the Committee minutes. The Chair will approve the content of reports before release including the redaction of any information deemed necessary for reasons of confidentiality.

10.2 The Chair of the Committee will report to the Court on any matters which the Committee considers ought to be brought to the attention of the Court and on any matters requiring the approval of the Court.

10.3 Matters requiring approval of the Court will be highlighted within the Committee’s report.

10.4 The Committee’s records (agenda, papers, minutes) are included in the University’s Freedom of Information Publication Scheme. Information will be readily accessible on request to members of the public under the terms of the Freedom of Information (Scotland) Act (FOI(S)A) with the exception of information which is deemed to be covered by a specific exemption under the Act.

10.5 Minutes and reports of the Committee will denote those areas of reported business which are deemed to fall within the designation of information which is ‘exempt’ under the FOI(S)A.
11 Forward Planning

11.1 The Committee will review its Terms of Reference and submit recommendations on these via the Governance and Nominations Committee to the Court, for approval.

11.2 The Committee will set its meeting dates two years in advance, aligned to the schedule of meetings of the Court, and will maintain an annual workload plan for the Committee.

11.3 The Committee will maintain a forward agenda plan of its business.
### Supporting Information

#### Groups feeding into the Staff Committee

None at present.

#### Effectiveness and lifespan

Lifespan ongoing. Effectiveness reviewed five-yearly as part of the Court’s review of its effectiveness.

The governing body and its committees will regularly monitor their own effectiveness and the performance of the institution against its planned strategies and operational targets.

#### Actions that may be taken by the Committee

The Staff Committee may:

- Note
- Receive
- Consider
- Endorse
- Approve
- Recommend
- Reject

#### Minuting style

Traditional / formal minutes in accordance with internal University guidance.

#### Resources

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<tr>
<th>Secretary</th>
<th>Ms Ruth Moir, Acting Secretary of the University</th>
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<tr>
<td>Clerk</td>
<td>Kate Wright, Officer to Corporate Governance</td>
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<tr>
<td>Meetings</td>
<td>Four times per academic year.</td>
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