

GOWER COLLEGE SWANSEA

Meeting Title	Human Resources Committee	
Membership	Determined by:	Corporation Board
	Number of members	6
	Chair	Chantal Patel
	Members:	John Britton Colin Cornelius Andrew Donald Mike Day (Vice-Chair) Carol Green Chantal Patel
Attendees	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 (3)
Reporting Procedures	Corporation Board Gower College Swansea
Required Frequency of meetings	At least once a term
Terms of Reference and Constitution Reviewed	<p>Approved 14 June 2010 Chair and Vice Chair appointed 23 September 2010 New membership amended Oct 2012 Amended 12.12.13 to confirm quorum as 3</p>