**Oxford University Student Union**

 **Terms of Reference for People & Culture Committee**

1. **Purpose and Powers**

The purpose of the People and Culture Committee is to support and assist the organisation to make sound decisions in relation to people, development and culture and advise the Board on appropriate courses of action in this area.

The People and Culture Committee is a subcommittee of the Board which compromises knowledgeable Trustees and other members and has delegated authority to consider, make decisions and recommendations for the organisation on a range of subjects, as determined by the Board.

This will include, but not exclusively:

* The overall People Strategy of the organisation;
* Staff recruitment and induction;
* Training and development of staff;
* Board development, induction and training;
* HR procedures and policies;
* Continuity and succession planning;
* Reward and recognition strategy;
* Staff remuneration, with Finance and Risk Committee;
* Safeguarding and protection of children / vulnerable adults.
1. **Membership**

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| **Role** | **Appointment / Terms** | **Position** |
| External Trustee  | * Board member recruited specifically because of HR specialism and expertise – reviewed annually by Board.
 | Chair |
| Sabbatical Trustee (x2) | * Appointed annually by Board at June meeting based on recommendation of Chair of the Board.
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| Student Trustee  | * Appointed annually by Board at June meeting.
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| External Committee Member  | * Appointed by the Board for a two-year term of office, that can be extended to a four-year term.
* Someone who is not a Board member and can bring objectivity and externality.
 | Deputy Chair |

In the absence of the Chair or an appointed deputy or both, the remaining members present shall elect one of themselves to chair the meeting.

1. **Other Attendees**
* Chief Executive Officer;
* People and Compliance Manager (minutes);
* External Advisers (as required);
* Other staff (as required).
1. **Activities**

The committee is to discuss and will be required to approve or reject items that come to the meetings in relation to:

* People Profile and Equality and Diversity Monitoring;
* Consider and make recommendations to Board for CEO and Sabbatical Pay;
* Approve significant amendments to staffing structures;
* Review staff remuneration and pay matters with Finance & Risk Committee
* Approve and monitor performance against the People Strategy;
* Monitor grievance and disciplinary procedures;
* Approve people policies and procedures;
* Overview of trends in relation to performance management across the organisation;
* Monitor Staff Engagement survey and resulting action plan(s);
* Monitor safeguarding and code of conduct cases;
* Review arrangements for its employees to raise concerns, in confidence, about possible wrongdoing.
1. **Reporting**

The committee will submit its minutes for information and a short report to each meeting of the Board of Trustees, outlining the key actions and decisions it has taken on behalf of the Board as well as any points of information or recommendations for the Board.

1. **Committee Proceedings**
* Meetings will usually be held at least termly. Additional meetings may be called as required;
* The scheduling of meetings should allow for decisions and recommendations agreed to be reported to the next available meeting of the Board;
* Meetings of the committee shall be called by the secretary at the request of the Chair or of two other members of the committee, or at the request of external or internal auditors if they consider it necessary.
* Papers will be communicated electronically at least one full week prior to the meeting wherever possible;
* Guests or Observers can attend the meetings at the discretion of the Chair;
* Attendees are entitled to attend the meeting through telephone or videoconference if they are unable to attend in person, this does not affect quorum;
* Minutes of the committee shall be circulated promptly to all members, and once agreed to the Board.
* Between meetings decisions can be made via electronic or virtual communication provided quorum is still met.
1. **Quorum**

The quorum of the committee for the transaction of business shall be two members. A duly convened meeting of the committee at which a quorum is present shall be competent to exercise all or any of the authorities, power and discretions vested in or exercisable by the Committee.

1. **Resources, Budget and Data**
* Meetings will usually be held in the Students’ Union offices;
* Travel and other expenses will be reimbursed provided they are submitted in time to the relevant staff support and follow the agreed procedure;
* Training will be provided for new members and on an ongoing basis for all members;
* The committee shall have access to sufficient resources in order to carry out its duties.
1. **Review**

The committee shall at least once a year, review its own performance and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the Board for approval.