

## Board of Management Students, Staff & Equalities Committee

<b>Date of Meeting</b>	<b>Wednesday 1 February 2023</b>
<b>Paper No.</b>	<b>SSEC2-B</b>
<b>Agenda Item</b>	<b>4.2</b>
<b>Subject of Paper</b>	<b>Committee Terms of Reference Review</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>Drew McGowan, College Secretary</b>
<b>Date of production</b>	<b>February 2022</b>
<b>Action</b>	<b>For Approval</b>

### 1. Recommendations

To consider the Committee Terms of Reference, and recommend for approval subject to any agreed changes.

## **2. Purpose of report**

2.1 It is good practice for Board Committees to review their Terms of Reference on a regular basis. The Committee is invited to consider the Terms of Reference, and recommend to the Board of Management for approval subject to any agreed changes.

## **3. Consultations**

Board Committee. Final approval by Board of Management.

## **4. Key Insights**

4.1 The Committee Terms of Reference constitute the Committee's remit, and are included in the College's Articles of Governance, specifically referred to in the Scheme of delegation thus:

“ 2.3 Each Committee and Sub Committee shall have a clearly defined remit which shall clearly set out the duties and responsibilities delegated. The remit must be approved by the Board. The Committee may suggest amendments to the remit, but any amendments must be approved by the Board before they are implemented.” (CoGC Scheme of Delegation, 2020).

4.2 All Committee Terms of Reference are published on the College website.

## **5. Impact and implications**

5.1 Regular review of Committee Terms of Reference will ensure that this important aspect of governance is appropriate to the delegated responsibilities of Committees, and reflects Board and Board Committee practice.

5.2 All Board Committees will be reviewing their Terms of Reference during the current cycle of Committee meetings, prior to final approval by the Board.

## **Appendices:**

### **Appendix 1: Committee Terms of Reference**

**CITY OF GLASGOW COLLEGE**  
**Students, Staffing and Equalities Committee of the Board of Management**

**Terms of Reference**

1. To regularly consider and request reports and performance information in relation to all matters relating to staffing, students and equalities, including employee relations, organisational culture, staff and student welfare and health and safety, student funding and admissions, which are not directly relevant to the work of other Committees and, where necessary, to periodically review, instigate review and to approve the College's policies and strategies in relation to such matters.
2. To make recommendations to the Board on any matters of significance which fall within the remit of this Committee.
3. To regularly consider and approve the College's staffing strategy and to maintain an overview of its organisational structure.
4. To receive regular performance reports on all relevant matters including health and safety, the staff resource, turnover, sickness and absence.
5. To consider and approve the College's staff development policy and to receive reports in order to monitor performance.
6. To approve the parameters under which the Executive Leadership Team is authorised to negotiate pay and conditions of service and to receive reports and provide advice on pay negotiations and agreements, including National Bargaining.
7. To monitor and review the effectiveness of the College's employee relations, of its arrangements for negotiation and consultation, of its processes for dealing with discipline and grievance, of its Recognition and Procedure Agreements, and of other aspects of employee relations.
8. To consider and review the College's HR Policies.
9. To receive reports in order to monitor and review the Learning Agreement with the recognised trades unions and the work of the College's Union learning representatives;
10. To regularly consider reports from and related to the Student Association and address any issues raised by the Association.
11. To regularly consider reports relating to student engagement, and to monitor and review performance
12. To consider and approve the College's equality statement and its equality and diversity policies relating to both staff and students, to ensure that they comply fully with statutory requirements and are reflected in the College's strategic and operational plans so that equality and diversity forms an integral part of decision-making in the College.
13. To monitor the implementation of the College's policies on equality and diversity, and to review regularly its performance on key indicators in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.