

The Corporation of East Surrey College

Senior Postholders' Employment Committee

Terms of Reference and Standing Orders: 2023/2024

1 Introduction

- 1.1 The Terms of Reference and Standing Orders of the Senior Postholders' Employment Committee may be varied at any time by the Corporation Board.
- 1.2 The Terms of Reference and Standing Orders of the Senior Postholders' Committee are subject at all times to the provisions of the Instrument and Articles of Government of the Corporation.
- 1.3 Members are required to make known if they or a person with whom they have a close connection (e.g. spouse/partner, child or business associate) has a personal interest (be it financial or otherwise) in a matter before the Committee.

2 Purpose of the Senior Postholders' Employment Committee

The purpose of the Senior Postholders' Employment Committee is to review all matters relating to the employment, pay and conditions of service, training and development of designated senior postholders' and the Director of Governance.

3 Terms of Reference of the Senior Postholders' Employment Committee

- 3.1 To advise the Corporation on the grading and determination of pay and conditions of service of the designated senior postholders' and the Director of Governance (including, where the Director of Governance is, or is to be appointed as, a member of staff, his/her appointment, conditions of service, grading and determination of pay in her/his capacity as a member of staff);
- 3.2 To undertake an annual pay review of designated senior postholders and the Director of Governance and to make recommendations to the Corporation on the payment of annual pay awards/bonus/ex-gratia payments;
- 3.3 To consider the formal performance management reviews of senior postholders and the Director of Governance and to advise the Board accordingly;
- 3.4 To ensure that appropriate arrangements are in place to provide effective training and development for senior postholders
- 3.5 To ensure that all senior postholders are properly supported in their roles, in accordance with the Corporation's Policy on the Employment of Senior Postholders;
- 3.6 The Committee will submit an annual report on its activities to the Board.
- 3.7 To deal with any matters specifically referred to the Committee by the Board.

4 Membership of the Committee

- 4.1 The membership of the Committee will be reviewed and determined as and when appropriate by the Board.
- 4.2 All independent members of the Board will be eligible to serve on the Committee, with the exception of the Chair of the Board.
- 4.3 Unless otherwise agreed by the Board, the Committee will normally comprise five members.
- 4.4 Subject to the requirements of paragraph 4.2, where it is known in advance of a meeting that a member with specific expertise will not be in attendance at the meeting, the Chair of the Committee, through the Director of Governance, may seek to identify one or more appropriate members of the Corporation who might be available, at short notice, to attend the meeting and to provide the relevant expertise. Individuals appointed to attend a meeting on this basis shall be counted in the quorum for the meeting.

5 Term of Office

- 5.1 The term of office of members of the Senior Postholders' Employment Committee will normally be four years unless determined otherwise by the Corporation.
- 5.2 A member of the Senior Postholders' Employment Committee may resign from membership of the Committee by giving notice in writing to the Director of Governance
- 5.3 A vacancy which arises during the period of office of the Committee will be filled by the appointment of a new member by the Board.
- 5.4 Members retiring at the end of the period of office shall be eligible for reappointment the Board.

6 Appointment of Chair of the Committee

- 6.1 The Chair of the Senior Postholders' Employment Committee shall be appointed by the Board from among the independent members of the Committee.
- 6.2 The Chair will hold office for two years or for a longer period if this is considered to be appropriate. Normally the period of office will commence at the first meeting of the academic session.
- 6.3 If the Chair is absent from any meeting of the Committee the members of the Committee present shall choose one of their number to act as Chair for that meeting.
- 6.4 The Chair may at any time resign from office by giving notice in writing to the Director of Governance.
- 6.5 The Chair retiring at the end of the term of office shall normally be eligible for re-appointment.

7 Quorum

- 7.1 Meetings of the Senior Postholders' Employment Committee shall be quorate if at least three members are present.
- 7.2 If the number of members of the Committee assembled for a meeting of the Committee does not constitute a quorum, the meeting shall not be held. If in the course of a meeting of the Committee the number of members present ceases to constitute a quorum, the meeting shall be terminated forthwith.
- 7.3 If for the lack of a quorum a meeting cannot be held or, as the case may be, cannot continue, the Chair shall, if he or she thinks fit, cause a special meeting to be summoned as soon as practicable.

8 Frequency of meetings of the Senior Postholders' Employment Committee

- 8.1 Meetings of the Senior Postholders' Employment Committee will normally be held as and when necessary, but at least one meeting of the Committee will be held each year, normally in the summer term.
- 8.2 All meetings of the Committee will be summoned by the Director of Governance who shall send to the members written notice of the meeting and a copy of the agenda at least seven days in advance of the meeting.
- 8.3 A special meeting of the Committee may be called by the Chair and if necessary the arrangements detailed in paragraph 8.2 above may be varied.

9 Proceedings of meetings of the Senior Postholders' Employment Committee

- 9.1 Every question to be decided at a meeting of the Senior Postholder's Employment Committee shall be determined by a majority of the votes of the members present and voting on the question. Where there is an equal division of votes the Chair of the meeting shall have a second or casting vote.
- 9.2 No resolution of the Committee may be rescinded or varied at a subsequent meeting of the Committee unless consideration or the rescission or variation is a specific item of business on the agenda for that meeting.
- 9.3 The proceedings of meetings of the Committee will be recorded in the minutes prepared by the Director of Governance. Minutes of meetings (regardless of whether or not they have been confirmed as being a true record) will be presented to the subsequent meeting of the Board.
- 9.4 In circumstances where the Director of Governance is required to withdraw from the meeting in accordance with Clause 14(10) of the Instrument and Articles of Government, the meeting will be clerked in accordance with the procedures laid down in the Terms of Reference and Standing Orders of the Board.
- 9.5 Separate minutes will be taken of any issues which are regarded by the Chief Executive and by the Committee to be confidential, in accordance with the requirements of the Instrument and Articles of Government and the Freedom of Information Act 2000 and as such the subsequent publication will be restricted.

9.6 Members who have an interest in an item before the Committee may be required to withdraw from the meeting. The provisions of the Instrument and Articles of Government will be applied to determine the extent and the relevance of an interest.

10 Clerk to the Senior Postholders' Employment Committee

10.1 The Clerk to the Finance and Resources Committee will be the Director of Governance.

10.2 The Director of Governance will be supported in her/his work by her/his designated representative.

11 Access to meetings of the Senior Postholders' Employment Committee

11.1 Access to meetings of the Senior Postholders' Employment Committee will be limited to members of the Committee, the Director of Governance and any persons expressly invited to attend all or part of a meeting by the members of the Committee.

11.2 Any independent member of the Board who wishes to attend a meeting of the Committee may do so with the approval of the Chair of the Committee.

12 Review of Terms of Reference and Standing Orders

The Terms of Reference and Standing Orders of the Senior Postholders' Employment Committee shall normally be subject to formal annual review.