

KINGSTON UNIVERSITY
Board of Governors

Employment and Diversity Committee

Terms of Reference

1.0 MEMBERSHIP

Four members of the Board, excluding staff or student governors, plus the Chairman of the Board and the Vice-Chancellor

(Article of Government 5.2 and Board Minute 9.0/1991 refer)

2.0 CURRENT MEMBERSHIP (as at February 2011)

Lesley Granger (Chair)
Neil MacIntosh
Sue Rimmer
The Chairman of the Board (ex-officio)
The Vice-Chancellor (ex-officio)
One vacancy

3.0 QUORUM

Three

(Board Minute 9.0/1991 refers)

4.0 CLERK

Pro Vice-Chancellor (Corporate Affairs) / University Secretary

5.0 NORMALLY IN ATTENDANCE

Deputy Vice-Chancellor
HR Director
Deputy HR Director
Head of Secretariat
Minuting Secretary

6.0 TERMS OF REFERENCE

1. To ensure the University has an appropriate Organisational Development Strategy and monitor its implementation and effectiveness;
2. To oversee and monitor progress on the design and implementation of policy on diversity and equality relating to staff and students, and its strategic development;
3. To receive reports on key HR performance indicators and risks and the University's performance against comparator institutions;
4. To ensure that the University has appropriate mechanisms in place for the professional development of its staff;
5. To ensure the University has effective industrial and employee relations mechanisms;
6. To ensure the University has HR related policies which are legally compliant and which meet organisational needs;
7. To report to the Board of Governors on relevant issues including:

Proposals for changing terms and conditions to large groups of staff

Significant employee/industrial relations issues

Significant changes to the HR/OD strategy

Significant changes in KPI or benchmarking data

Diversity performance

8. To consider any other matters referred to the Committee by the Board of Governors or Vice-Chancellor.

7.0 MEETINGS

The Employment Committee usually meets three times per annum.