

**SCHOOL OF TECHNOLOGY**  
**HUMAN RESOURCES COMMITTEE**  
**TERMS OF REFERENCE**

**1      MEMBERSHIP**

The Committee will have the following membership:

- Head of School or Designated Person (Chair)
- The Heads of the Departments within the School
- The Director of CISL

The Assistant Secretary of the School will act as Secretary

The Secretary of the School of Technology and the Human Resources Business Manager will attend the meeting

The Committee will co-opt relevant staff to the Committee as required.

**2      ROLE AND RESPONSIBILITIES**

**Strategic**

- Maintain an overview of the structure of staffing within the School noting areas where greater HR support could lead to greater organisational effectiveness. This activity will be expected to take account of matters such as:
  - Structure of Departments including staff function and grading profiles
  - Age/gender/ethnicity profiles
  - Staff turnover, recruitment and retention
  - Individual staff support and career development
  - Relations between the School, Departments and the HR Division.
- Monitor new developments in HR policy elsewhere in the University and where appropriate advise the University on how policies might best be developed taking into account the nature of the School.
- To develop School-level policies in HR.

**Advisory**

- Provide advice to the Council of the School on:
  - HR issues related to its Five Year plan
  - How the School can implement new regulations most effectively
  - How to respond to HR related consultations such as; changes to policies and procedures or the proposed introduction of new policies and procedures

**Operational**

- Take responsibility on behalf of the Council of the School for the local implementation of HR procedures relevant to the School of Technology including:
  - Contribution Increment/s applications
  - Application to work beyond retirement
- Take responsibility on behalf of the Council of the School for the implementation of any new HR policies/ procedures or initiatives.
- Receive regular reports from the HR Business Manager on HR work undertaken on behalf of the School.
- Receive regular reports from the HR Forum<sup>1</sup>.

### **3      ACCOUNTABILITIES**

Accountable to the Council of the School of Technology

Receives minutes from the School HR Forum.

### **4      FREQUENCY OF MEETINGS**

At least once per Term.

### **5      ADMINISTRATION OF MEETINGS**

The agenda will be divided into three sections 1 Strategic, 2 Advisory and 3 Operational. Due the confidential nature of the matters under discussion in which individuals are identifiable, section 3 will be designated as confidential business. Papers and the minutes of this section of the meeting will be circulated to Committee members only.

12 May 2014

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<sup>1</sup> A School wide forum will be set up, the membership of which will include: the HR Business Manager, HR Advisor , the Lead Departmental HR Administrators and the Assistant Secretary of the School.