

TERMS OF REFERENCE - PEOPLE COMMITTEE

Composition:	At least four members, including the Chief Executive and Group Principal as ex officio member
Quorum:	40% of committee membership, subject to minimum of three
Attendance	The Corporation attendance target is 80%. Committee members are therefore expected to attend all four meetings scheduled in 2025-26
No of meetings per year	As required with minimum of three
Chair:	Selected by committee, reviewed annually and may not be Chief Executive and Group Principal
Public access to meetings:	By chair's invitation, with members' approval - see Standing Orders Section 12
Conduct of meetings:	See Standing Orders Section 5
Minutes:	See Standing Orders Section 4 vi re approval See Standing Orders Section 10 re circulation / publication (minutes must be open to public inspection)
Key functions:	Committee Purpose The People Committee is responsible for the duties of a Search Committee, as detailed in the Instrument and Articles of Government. This includes considering all matters relating to the recruitment of governors and their appointment, or reappointment. It makes recommendations which the Corporation is required to consider when appointing governors. The committee also supports the Corporation to undertake an ongoing review of the effectiveness of governance, including the balance of Corporation members. In addition, the committee supports the FE Corporation to ensure that the Etc. is fulfilling its responsibilities in respect of employment legislation and to gain assurance against Strategic Objective 6, 'To lead ground-breaking approaches to developing our people, ensuring we attract and develop the best staff talent at the heart of the Etc. offer'
Delegated powers:	Search and Governance responsibilities 1 The committee will be responsible for advising on the appointment of members of the Corporation and any co-opted members of the Corporation's committees or task and finish groups. The committee will also be responsible for such other matters relating to membership and appointments as the Corporation may remit to the committee, for gathering, screening and short listing nominations in respect of vacancies on the Corporation, and for determining the process whereby candidates are nominated. In considering the reappointment of any existing governor, the committee will review their contribution.

	2 The committee will carry out a regular review of the diversity of the membership of the Corporation (minimum annually) and make recommendations accordingly. 3 The committee will, from time to time, undertake a high level review of the membership and/or terms of reference of the Corporation's committees, task and finish groups and link governor roles and recommend any areas for improvement to the Corporation. NB Each committee / task and finish group will be responsible for reviewing its own membership and terms of reference annually 4 The committee will consider succession planning for the Corporation and this will be a standing agenda item. 5 The committee will support the Corporation in its ongoing review of effective governance, including through the regular review of relevant governance documentation and Chair's appraisal outcomes. 6 The committee has delegated authority to consider and agree any governor requests for a leave of absence made in accordance with the Corporation's Standing Orders. Employment responsibilities 7 The committee will support the Corporation in monitoring progress against Strategic Objective 6, 'To lead ground-breaking approaches to developing our people, ensuring we attract and develop the best staff talent at the heart of the Etc. offer' and the People Strategy, including maintaining an overview of staff composition, absence and other relevant data 8 The committee will support the Corporation in ensuring compliance with expectations of 'Managing Public Money', particularly in relation to ensuring the Etc. is a good employer, with fair and objective staffing processes and procedures. As part of this responsibility, the committee will be responsible for determining the personnel and human resource policies of the Corporation and fulfilling necessary responsibilities under those policies 9 The committee will be responsible for approving a framework for pay and conditions of service; determining guidelines for annual pay negotiations; and, in line with Managing Public Money, the committee will be responsible for ensuring Treasury approval is sought for any novel or contentious employment matters, including any severance or retention payments 10 The committee will consider and advise on employment issues of a sensitive, confidential and/or strategically significant nature
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	11 The committee will agree relevant documentation for publication (e.g. Gender Pay Gap Report) 12 The committee will be responsible for determining, on the advice of the Remuneration Committee and in line with the requirements of HMT guidance for approval of senior pay, the job descriptions, pay and conditions of senior post holders and the Group Director of Governance
Rules for operation:	See Article 5: Search Committee, Standing Orders Section 13: Appointment of Governors and Standing Orders Section 14: Appointment of External Co-Opted Members