

UNIVERSITY OF MANCHESTER

PEOPLE COMMITTEE TERMS OF REFERENCE

The People Committee has a broad remit to consider staff (including those on the Graduate Management Programme and Graduate Teaching Assistants), organisational development and related people issues (including equality, diversity and inclusion) and recommend and report to the Board of Governors on relevant matters. The Committee's remit covers the requirement (as set out in Statute and Ordinance) to give full and proper consideration to any proposals to dismiss academic and academic-related staff on grounds of redundancy: this role was previously fulfilled by Staffing Committee. The Committee will meet on a quarterly basis with additional meetings being convened if deemed necessary.

Composition of Membership

Three lay members of the Board of Governors

Two staff members of the Board of Governors

(NB substitute members may be appointed to satisfy attendance requirements for consideration of proposals to dismiss on grounds of redundancy (for such consideration at least two lay members must be present, subject to a minimum total of four members being present).)

Current membership is below: the President and Vice-Chancellor, the Registrar, Secretary and Chief Operating Officer, the Director of People and Organisational Development and the Director of Equality, Diversity and Inclusion shall be present. A representative from each Faculty will be invited to attend when appropriate for specific items, as will the Chairs of Staff Network Groups.

Current Membership

Ann Barnes (Chair)
Prof. Danielle George
Prof. Jim Warwicker
Robin Phillips
Jatin Patel

Secretariat: Governance Office

Terms of Reference

1. To recommend approval of the People and Organisational Development Strategy and the Equality, Diversity and Inclusion Strategy (and any other people related strategies) to the Board and, receive reports from Planning and Resources Committee and relevant sub-committees (1) as appropriate, on the implementation of these strategies, holding these committees to account for successful delivery, focusing on key metrics and performance indicators, and providing collaborative and constructive challenge to help progress the strategies. On report from Planning and Resources Committee and relevant sub-committees (1) to recommend any subsequent amendment to these strategies for approval by the Board.

2. Following approval of such policies by Planning and Resources Committee to have oversight of all People, Organisational Development and EDI related policies (and related procedures and codes of practice), monitoring the effectiveness of these policies, holding Planning and Resources Committee to account for implementation (focusing on key metrics and performance indicators) and reporting to the Board as appropriate.
3. On report from Planning and Resources Committee and relevant sub-committees ⁽¹⁾ (and notwithstanding the role of Remuneration Committee and Senior Salaries Review Group which retain responsibility for determination of salaries for the most senior staff and related policies and procedures as set out in respective terms of reference for those bodies), to oversee all matters relating to the recruitment, reward, retention, motivation, inclusion, progression, investing in people and professional development of the University's staff (including pay gap reports), recommending changes as appropriate to the Board.
4. To receive after approval by Planning and Resources Committee and relevant sub-committees ⁽¹⁾ respectively, the outcomes of pay gap reviews and audits.
5. To receive and consider reports, annually, from relevant people-focused committees, and staff and student networks (for example, networks relating to gender, ethnicity, disability, sexual orientation and other protected characteristics): this includes oversight of the overall staff experience (including wellbeing and morale), reflecting on outcomes of staff surveys and other methods of staff engagement.(including Pulse surveys).
6. To consider proposed termination of permanent contracts which had at the outset a known or foreseeably greater risk of possible redundancy due to the finite nature of the project or funding for the post and make recommendations to the Board of Governors.
7. To give full and proper consideration and make recommendations to the Board of Governors on:
 - a) any proposals to dismiss members of academic and academic-related staff on grounds of redundancy in line with Ordinance XXIII or b) targeted voluntary severance arrangements, subject to the understanding that only necessary approvals are recommended to the Board of Governors. (Information provided in advance of the meeting and the approach to decision making previously included in the Staffing Committee terms of reference are set out in Appendix A). Consideration of these matters will be considered in a discrete part of the agenda.
8. To report to the Board following each of its meetings.

(1) Including Equality, Diversity and Inclusion Sub-Committee of Planning and Resources Committee

APPENDIX A1. Information provided in advance of the meetings

The proposal that there should be dismissals by reason of redundancy must be provided to the Committee in advance of a meeting to consider such proposal. In addition, appropriate information shall be provided to enable the Committee to reach a reasoned assessment of the proposal and to consider alternative strategies for resolution of the circumstances leading to the proposal. This will include some or all of the following, depending on the circumstances:

- a) an identification and analysis of the alternatives to redundancy;
- b) the reasons for any discontinuation or reduction of activity or for the proposed redundancies;
- c) an outline of the relationship with the strategic plan of the relevant unit;
- d) an analysis of financial considerations;
- e) an analysis of the impact of the proposed redundancies on activities within the Unit and in other Units within the University;
- f) a report of consultations with the School or Unit Board;
- g) a review of the impact on the workloads of remaining staff.

2. Reaching a decision

The Committee will consider the information provided and decide whether to recommend the proposal to the Board. In preparing its advice to the Board, the Committee:

- a) may request such other information as it deems appropriate and necessary to reach a reasoned assessment of the proposal and of any alternative strategies for resolution of the circumstances leading to the proposal;
- b) shall take a pan-institutional view of the circumstances;
- c) shall consult with any persons or bodies within the University as are deemed relevant;
- d) shall ensure that all suitable and appropriate alternative strategies for resolution, including redeployment and restructuring, have been properly considered; and
- e) shall receive and respond to reports from the relevant trade unions (which may be encompassed in a report from the Joint University/ Trade Union Contracts Committee).