

# Ordinance **Appendix B: Terms of Reference of Council Standing Committees and Subcommittees**

## **Staff and Culture Strategy Committee**

### **Terms of Reference**

#### **1. Authority**

To be responsible to the Council for the provision of oversight of the people and culture strategy approved by Council, monitoring progress on achieving agreed objectives delegated to the executive for implementation, and providing advice and guidance to the senior executive as required. In carrying out its responsibilities the Committee will look at the holistic staff experience, recognising that a great staff experience is essential to a great student experience.

The Committee's work is complemented by the work of Council's Remuneration Committee which focuses on remuneration, objectives, and performance of members of the senior executive team as well as succession planning and EDI issues for that group. The Committee also works in parallel with the Audit, Risk & Compliance Committee of Council which has oversight of statutory reporting on compliance with legislation and regulations concerning staff and employment matters.

#### **2. Duties**

2.1 To recommend to Council for approval strategies and transformational initiatives related to staff and culture.

2.2 To support the senior executive in the development, implementation and monitoring of strategies related to staff, staff recruitment, retention and development. In so doing, the Committee will have access to data and information related to the following (as well as such other data as it may determine it needs from time to time):

- Results of staff surveys and consultations, and reporting to Council on the results, interventions and outcomes of a continuous staff experience improvement initiative.
- HR related data on workforce, including but not limited to, staff turnover, health and safety issues, complaints and disciplinary issues.
- College offerings for staff development, their uptake and outcomes.

2.2 To report to Council on the results, interventions and outcomes of a continuous staff experience improvement initiative.

2.3 To oversee the impact of the College's compliance with the 2010 Equality Act, the Health and Safety Act and other current or future legislation related to staff and employment matters.

2.4 To oversee the College's equality, diversity and inclusion strategies, including the establishment of key performance indicators and reporting annually to Council on their implementation and progress made.

- 2.5 On the basis of above, to make recommendations to Council on strategy, College Ordinances and regulations related to staff and to advise the Senior Executive on related policy and programmes.
- 2.6 To undertake such other staff and culture related issues as the Council or Chair shall from time to time decide.

### **3. Composition**

- 3.1 The Committee shall comprise:

#### *Appointed Members*

- 3.1.1 Four independent members (at least one to be a member of Council)
- 3.1.2 Four staff (senior academic, junior academic, professional – at least one to be a member of Council if possible, and a Head of Department).
- 3.1.3 Post Graduate Research Student
- 3.1.4 Post-Doctoral Early Career Researcher

#### *Ex Officio Members*

- 3.1.5 Chair of the Remuneration Committee of Council (or designate)
- 3.1.6 SVP (Service, People and Planning)
- 3.1.7 President of KCLSU (or designate)
- 3.1.8 Director, Equality, Diversity & Inclusion
- 3.1.9 Director, Human Resources

- 3.2 Members, other than ex officio members, are appointed by Council on the recommendation of the Governance & Nominations Committee.
- 3.3 The College Secretary or their designate shall act as Secretary to the Committee.

### **4. Frequency of meetings**

- 4.1 The Committee shall meet as necessary and at least once per term.
- 4.2 The business of the Committee may be conducted by electronic voting or email in accordance with Ordinance B9.

### **5. Reporting Procedures**

A report of each meeting of the Committee will be circulated to all members of College Council.