

## **STAFFING COMMITTEE**

### *Terms of Reference*

1. To advise Council on compliance with the requirements of employment law, including equal opportunities legislation.
2. To advise Council on policies and procedures for appointments, promotion, appraisal, equal opportunities and staff development.
3. To advise on the University's strategic staffing needs.
4. To ensure that pay and conditions of employment are properly determined.

*Composition*                      At least 5 members of University Council, one of whom is the Chair and another the Vice Chancellor

*Membership*                      Mrs M. Swinson (in the Chair)  
Ms A Costello  
Professor G.J. Pillay  
VACANCY X 2

*In attendance*                      Deputy Vice-Chancellor  
Director of Personnel

Secretary to be provided by the Committee Secretariat

*Quorum:*                              One half of the members of the Committee. If the number is not a multiple of two the quorum will be the nearest whole number below one half.

*Mode of Operation:* The Committee shall normally meet at least three times per year and shall report to University Council via the minutes of the Committee

*Delegation of Authority:* The Committee shall make decisions within any powers delegated to it by University Council and will report those decisions to the Council.