

WEA People Committee – Terms of Reference

Last Updated: 4 October 2022

Date of approval by Board of Trustees: 20 October 2022

Purpose of the Committee

The People Committee shall focus on WEA's people management strategy as it applies to employees of the Association, its members, volunteers and learners. It will recommend to the Board effective strategies and policies for EDI and health and safety. It shall ensure regular review of organisational effectiveness, and that there is an organised and clear management structure, with well-understood delegations.

Membership

The membership of the People Committee will be as follows:

- 3 Trustees appointed by the Board of Trustees, one of whom shall be Chair;
- 3 Association Members to be nominated by WEA Council; and
- Up to 3 externally co-opted members to be appointed on the basis of relevant skill, experience or expertise, and in consideration of WEA's commitment to diversity.

At least one member of the Committee shall have recent, relevant human resources experience and qualification.

The Chief Executive/General Secretary or their delegated representative will be required to attend meetings of the People Committee. Other members of WEA's Leadership Team may be invited to attend meetings of the Committee from time to time, as appropriate.

Secretariat shall be provided by the Head of Corporate Governance & Company Secretary or their nominated representative.

Quorum

A quorum shall be three members of the People Committee, including at least two Trustees.

Meetings

The People Committee will meet on a minimum of a quarterly basis, though will consider the necessity of meeting more often when required. These meetings will be coordinated with the Trustee and Committee calendar so that the Committee's work can dovetail with that of the other Trustee Committees and the Board of Trustees.

Reporting

The Board of Trustees will receive minutes of People Committee meetings and will be notified of any key issues through summary update reports to be delivered by the Chair of the People Committee at meetings of the Board of Trustees from time to time.

Responsibilities

Framework for the Appointment Rewards & Conditions of staff

1. To advise the Board on the appropriate framework for the employment of staff including staffing, salary structures and pensions
2. To receive reports from the National Joint Negotiation Council (NJNC) and advise the Board of Trustees on any issues raised, as necessary.
3. To oversee the effectiveness of WEA's performance management systems.
4. For all staff other than senior post holders, to oversee frameworks, policies and procedures for the appointment appraisal and supervision of staff, the investigation of

grievances, staff disciplinary procedures and all other policies relevant to the management of people employed by the Association

Equality, Diversity & Inclusion

5. To regularly monitor the diversity profile of the Committees of the Board of Trustees.
6. To regularly monitor the diversity profile of WEA staff and volunteers, and having due regard for the benefits of diversity across all areas of the Association, recommend strategies to address any under-representation when appropriate. The Board of Trustees will monitor its own diversity profile in accordance with Association policies.
7. To have regard to WEA's obligations under all aspects of discrimination legislation, including monitoring of any gender and/or ethnicity pay gap and ensuring good progress against any related action plans.
8. To ensure that measures are in place to ensure that the WEA's legal duties and responsibilities under the Equality Act 2010 have been met.
9. To periodically review WEA's Equal Opportunities Policy and monitoring procedures, recommending any changes for approval by the Board of Trustees.

Health, Safety & Welfare

10. To recommend to the Board appropriate Health and Safety policies for approval, ensuring statutory compliance and adherence to best practice.
11. To monitor compliance with relevant legislation including receiving and considering reports from the Health & Safety Committee, reporting to the Board on a regular basis.
12. To receive reports on sickness, staff turnover and matters relating to the Disclosure and Barring Service.
13. To receive the annual report on safeguarding and Prevent.
14. To ensure the Association's policies and their application supports Trustees in maintaining a culture of vigilance with regard to safeguarding and the Prevent Duty, and in their duty to proactively prevent sexual harassment in the workplace.

Development & Training

15. To oversee the implementation of a programme of ongoing professional development and training for staff and volunteers, ensuring that the Association, its employees, volunteers, and learners comply with any statutory requirements.

Policies

16. To periodically review the Staff Handbook, taking assurances that the policies and procedures described therein remain fit for purpose, and recommending and change to the Board of Trustees for approval.

Learners, Volunteers and Members

17. To collaborate with other committees of the Board, in particular with the Education Committee (learners) and the Council (members and Volunteers) to ensure that all Trustees' statutory duties are fulfilled and so far as possible, best practice maintained.

Other

18. To undertake any other tasks or functions as may be determined by the Board of Trustees.