

WEA People Committee Terms of Reference

Last Updated: September 2023

Date of approval by Board of Trustees: 12 October 2023

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 or their nominated representative.

Quorum

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

Frequency of Meetings and Notice

The People Committee will meet on a minimum of a quarterly basis, though will consider, in agreement with the Chair, 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.

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Written notice of each meeting, an agenda and supporting papers shall normally be circulated no later than seven working days before the date of the meeting.

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 monitor WEA's defined contribution pension scheme, other than where matters have financial implications or require specialist scrutiny from a financial perspective – such matters will be referred to the Finance & Capital Resources Committee
3. To receive reports from the National Joint Negotiation Council (NJNC) and advise the Board of Trustees on any issues raised, as necessary.
4. To oversee the effectiveness of WEA's performance management systems.
5. 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

6. To regularly monitor the diversity profile of the Committees of the Board of Trustees.
7. 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.
8. 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.
9. 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.
10. To periodically review WEA's Equal Opportunities Policy and monitoring procedures, recommending any changes for approval by the Board of Trustees.

Health, Safety & Welfare

11. To recommend to the Board appropriate Health and Safety policies for approval, ensuring statutory compliance and adherence to best practice.
12. To monitor compliance with relevant legislation including receiving and considering reports from the Health & Safety Committee, reporting to the Board on a regular basis.
13. To receive reports on sickness, staff turnover and matters relating to the Disclosure and Barring Service.
14. To receive the annual report on safeguarding and Prevent.
15. 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

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proactively prevent sexual harassment in the workplace.

Development & Training

16. 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

17. 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
18. 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

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

Review of the Terms of Reference

The committee shall, at least once a year, and normally at the start of each cycle of business, review its own performance and Terms of Reference to ensure they remain relevant and appropriate.

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The WEA is a charity registered in England and Wales (no. 1112775) and in Scotland (no. SC039239). The Workers' Educational Association is a company limited by guarantee registered in England and Wales (Company Number 2806910). Registered Office address is 4 Luke Street, London, EC2A 4XW.