

WEA People Committee Terms of Reference

Last Updated: October 2023

Approved by Board of Trustees: 10 July 2025

Purpose of the Committee

The People Committee shall focus on WEA's people management strategy as it applies to the Association's employees and Committee shall take assurance, on behalf of the Board of Trustees that the WEA is making sufficient progress towards its People priorities to support the delivery of the WEA's strategic objectives and operational plan, and that WEA complies with relevant regulatory and statutory requirements applicable to matters within the scope of its remit. The Committee shall ensure regular review of organisational effectiveness, and that there is an organised and clear management structure, with well-understood delegations.

Membership and Attendance

The membership of the People Committee will be as follows:

- A minimum of 3 Trustees appointed by the Board of Trustees, one of whom shall be Chair.
- 3 to 6 lay members with the relevant skill, experience or expertise, appointed on the recommendation of the Governance & Nominations Committee and in line with the WEA Governance Recruitment and Succession Planning Policy.

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 Governance or their nominated representative. Observers may attend Committee meetings at the discretion of the Chair and in accordance with observer guidelines.

Quorum

A quorum for a Committee meeting shall be a simple majority of those Committee members entitled to vote on the business of the meeting and 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.

The WEA

4 Luke Street, London, EC2A 4XW

T. 020 7426 3450 E. national@wea.org.uk W. wea.org.uk

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

1. To advise the Board on the appropriate framework for employees, including staffing, salary structures and pensions.
2. To advise the Board on reasons for any gender pay gap, its change over time and any actions that may be needed to address this.
3. 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
4. To receive updates from the recognised trade union or joint employee group meetings, and advise the Board of Trustees on any issues raised, as necessary.
5. To oversee the effectiveness of WEA's performance management systems.
6. 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.
7. To advise the Board on the appropriate framework volunteer strategy including recruitment and retention.

Equality, Diversity & Inclusion

8. 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.
9. 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.
10. 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.
11. To periodically review WEA's EDI related policies and monitoring procedures, recommending any changes for approval by the Board of Trustees.

Health, Safety & Welfare

12. To receive reports on staff wellbeing and 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.

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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.

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, and volunteers comply with any statutory requirements.

Policies

16. To periodically review all People related policies, equality policies and handbooks taking assurances that the policies and procedures described therein remain fit for purpose, recommending any changes for approval by the Board of Trustees where appropriate.

Other

17. To monitor all risks within the People Committee's remit, taking advice from the Audit and Risk Committee to provide assurance to the Board of Trustees that appropriate actions are taken to secure improvement where necessary.
18. 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.

Charity Governance Code

The practice of governing more visibly linked to the principles in the Charity Governance Code was highlighted by Stone King in their recent external governance review. The Board is responsible for all aspects of the Code but relies on its committees to guide and inform how we demonstrate our adherence to it. The principles in the Code link to this committee's work:

Principle [6. Equality, diversity and inclusion — Charity Governance Code](#)

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