UNIVERSITY OF DUNDEE
UNIVERSITY COURT

PEOPLE & ORGANISATIONAL DEVELOPMENT COMMITTEE

Remit, Terms of Reference and Delegated Powers

Membership
1. The membership for any given year is set out in the attached schedule. It shall comprise a mix of lay members and staff members.
2. The quorum for any meeting is 50% of the total membership rounded up. The quorum for any given year is likewise set out in the attached schedule. To be quorate at least two lay members and one elected/nominated member must be present. Elected/nominated members include both staff and students.
3. Each meeting of the Committee shall normally be attended by the University Secretary; a Vice-Principal; the Director and Deputy Director of Human Resources & Organisational Development and other officers at the discretion of the Director of Human Resources & Organisational Development in consultation with the Convener.
4. The following skills/experience are particularly valued by the Committee:
   a. Senior management experience in a complex organisation/public body;
   b. Experience in the management of Higher Education;
   c. Knowledge of employment law;
   d. Specific knowledge and experience of one or more of the following areas: HR; Health, Safety and Wellbeing; Organisational Development; People analytics; organisational change;
   e. Understanding of trade unions and management within a unionised environment.

The above skills should be covered by the Committee as a whole, with individual skill-sets contributing towards this.

Proceedings
1. The Committee shall usually meet four times per session and shall report, through the submission of minutes of each meeting, to the next meeting of the Court.
2. The Committee’s secretary shall normally be the Assistant Policy Officer (Risk & Audit).

Remit
1. To support the institution’s implementation of the University Strategy in relation to its people-related objectives, actions and KPIs and to promote staff welfare;
2. To develop, implement and review principles, policies and procedures on all matters relating to people for all staff employed by the University, and to ensure that these comply with the requirements of relevant employment legislation;
3. To monitor and review all health and safety arrangements within the University affecting staff, students and visitors and to advise Court on statutory and other requirements relating to its responsibilities for health and safety;

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4. To advise the Court on statutory and other requirements relating to its 
responsibilities for equality and diversity;
5. To monitor and evaluate the University’s staff development policies and to promote 
relevant developmental opportunities for staff;
6. To sustain and evaluate an equal opportunities policy for the University and to 
sponsor programmes of action in support of the policy;
7. To oversee the staff consultative process with the recognised trades unions and to 
advise the Court accordingly.

Terms of Reference
1. Through agreed performance indicators, the Committee shall monitor the 
implementation and effectiveness of the People aspects of the University Strategy.
2. The Committee shall evaluate planned strategic interventions to support 
organisational development and strategic change.
3. The Committee shall consider and evaluate the implications of significant workforce 
trends within the University, higher education sector and more widely to ensure that 
the University’s approaches reflect best practice.
4. The Committee shall receive the staffing profile of the University on a regular basis and 
shall monitor this against key Human Resources metrics/analytics (both internal and 
external).
5. The Committee shall consider risks relating to staff, such as staff retention, and will 
ensure that controls are in place against these risks.
6. The Committee shall keep under review arrangements for monitoring staff attitudes, 
opinions and wellbeing.

Delegated Powers
1. To endorse to the Court for approval policies and procedures affecting staff and their 
terms and conditions including, for example, health & safety, equality & diversity and 
arrangements to consider grievances and disciplinary issues, etc.

Membership 2018/19

1) **Members**

<table>
<thead>
<tr>
<th>Name</th>
<th>Category for the Purpose of Determining Quorum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirley Campbell (Convener)</td>
<td>(Lay Member)</td>
</tr>
<tr>
<td>Catherine Cavanagh</td>
<td>(Nominated Member)</td>
</tr>
<tr>
<td>Dr William Boyd</td>
<td>(Lay Member)</td>
</tr>
<tr>
<td>Professor Tim Kelly</td>
<td>(Elected Member)</td>
</tr>
<tr>
<td>Rebecca Leiper</td>
<td>(Elected Member)</td>
</tr>
<tr>
<td>Dr Alison Reeves</td>
<td>(Elected Member)</td>
</tr>
<tr>
<td>Bernadette Malone</td>
<td>(Lay Member)</td>
</tr>
<tr>
<td>Dr Jean Robson</td>
<td>(Lay Member)</td>
</tr>
<tr>
<td>Jay Surti</td>
<td>(Lay Member)</td>
</tr>
</tbody>
</table>

2) **Officers and others in regular attendance:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor Nic Beech</td>
<td>(Vice-Principal (Provost))</td>
</tr>
<tr>
<td>Dr Jim McGeorge</td>
<td>(University Secretary)</td>
</tr>
<tr>
<td>Pamela Milne</td>
<td>(Director of Human Resources &amp; Organisational Development)</td>
</tr>
</tbody>
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Approved by Court – November 2018
Other officers may be invited as required to fulfil the business of the Committee.

**Quorum 2018/19**

At least four members (taken from 1 above).