STAFF COMMITTEE
(Sub-Committee of Executive Board)

1. SECRETARY
   Mrs Louise Edwards-Holland
   Deputy Director of Human Resources

2. MEMBERSHIP
   Ex officio members:
   (a) Deputy Vice-Chancellor/Pro-Vice-Chancellor with staffing responsibilities (Chair)
   (b) Faculty Pro-Vice-Chancellors (or senior academic nominees)
   (c) Registrar (or senior nominee)
   (d) Executive Director of Human Resources

   [Other members of senior management and senior professional human resources staff shall attend meetings as appropriate.]

   A quorum shall be not fewer than one third of the members.

3. TERMS OF REFERENCE
   (a) To keep under review the University’s Human Resources Strategy.
   (b) To monitor and review performance against the HR Strategy and Business Plan.
   (c) To consider and recommend to Council, via Executive Board, any major changes to strategy, policy or practice.
   (d) To approve minor changes to policy on the recommendation of the Director of HR.
4. **PROCEDURE**

(a) The Committee will meet six times per year.

(b) Working groups may be convened to consider specific topics and may include academic staff/heads of administration as a means of gaining wider views and ownership.

(c) Any member who has a pecuniary, family or other personal interest in any matter under discussion at any meeting of the committee shall, as soon as practicable, disclose that fact to the meeting and shall, if requested by the Chair, withdraw from that part of the discussion. A member is not, however, considered to have a pecuniary or personal interest in matters under discussion merely by being a member of staff or a student of the University.

Committee established by Council Minute 264, 8.5.89.
Revised by Council Minutes 94, 19.2.96; 28, 12.11.97; 130, 7.7.03; 24, 12.12.2005; 122, 16.7.2007; 62, 7.2.2011
Revised by Executive Board, 22.3.2011

Editorial amendment March 2000
Editorial amendment October 2003
Editorial amendment April 2015