1. **Introduction**

Appointed by Court, the **People & Organisational Development Committee** (PODC) will oversee the ongoing development, implementation and delivery of the University’s People & Organisational Development Strategy and related plans and procedures, ensuring these are aligned with the key aims and objectives of University Strategy and its realisation.

The Committee shall ensure appropriate monitoring and reporting arrangements are in place and that these are executed accordingly to demonstrate and deliver impact in the delivery of organisational goals to enhance institutional performance and success.

The Committee shall provide oversight of key People & OD initiatives and policies, monitoring compliance in accordance with the relevant and related legal and regulatory frameworks and promote the adoption of best practice in:

* Recruitment & Talent Attraction
* Performance Management,
* Reward & Recognition,
* People and Organisational Development (inc. Leadership Development),
* Talent Management & Succession Planning and
* Cultural & Organisational Change.

The Committee will add value to the delivery of the People & OD Strategy and provide a degree of challenge to the executive leadership.

# Committee remit

The Committee shall:

* ensure the P&OD Strategy is consistent and aligned with the University’s strategy
* champion the P&OD strategy and ensure the function is effectively aligned, resourced and organised to deliver successful outcomes;
* demonstrate the significance and centrality of a strategic, professional P&OD function and related practice in providing effective and impactful leadership, employment and development support to all colleagues;
* act as a sounding board in providing broad based advice, support and constructive challenge as appropriate, from differing sectoral perspectives, on emerging issues, policies and strategic plans related to P&OD;
* ensure strategic goals and key People & OD projects are identified, led and implemented effectively;
* ensure relevant policies, procedures and practice enhance colleague engagement are in place to enable and deliver transformational change;
* maintain oversight of the University’s talent and capability pool through effective succession and other relevant planning tools to meet University strategic goals over the longer term;
* provide professional oversight and guidance of the University’s high-performance culture and recognition practices;
* monitor compliance in accordance with relevant legal and regulatory frameworks ensuring the adoption of best practice in the application of policy;
* identify and review external contextual considerations and key trends and their impact, recommending action(s) as appropriate;
* proactively advance and support diversity and inclusion as a key component of the People & OD remit;
* monitor the employee relations culture and climate, and ensure the provision of related support through positive engagement and partnership working with the recognised Trade Unions;
* monitor agreed performance indicators, key risks and related data analytics on behalf of Court, referring and escalating matters as appropriate.
* Provide advice to Court on key P&OD issues

# Scheme of Delegation

The following details the delegated authority for the PODC and shows how it is placed in the overall University Scheme of Delegation with escalation to Finance Committee, or Court:

|  |  |  |  |
| --- | --- | --- | --- |
| **Area of Responsibility** | **Limit** | **Decision Making Delegated Authority** | **Escalation To** |
| Approve People & Organisational Development Strategy (pre-Court) | N/A | Executive Director of People & Organisational Development | Court |
| Approve People & Organisational Development Policies (e.g. Bribery & Corruption) | N/A | Executive Director of People & Organisational Development | Court |
| Approve Sub Committee papers from Equality and Diversity Strategy Committee (EDSC), Joint Committee of Consultation and Negotiation (JCCN) and prior to submission to Court | N/A | Executive Director of People & Organisational Development | Court |

# Committee Membership

This is a non-executive chaired committee with the following membership:

* 2 lay members of Court, one of which will be the Chair
* 2 external lay members
* Executive Director of People & Organisational Development
* 3 staff representatives from Court
* Chief Operating Officer and University Secretary
* Senior Vice Principal and Deputy Vice Chancellor (Academic)

In attendance:

* Members of the Senior People & Organisational Development shall attend Committee meetings as agreed between the Chair and Executive Director of People & Organisational Development

The Chair of the Committee will participate in the selection process for new external lay members. Appointments to the Committee will typically be reviewed every four years.

# Substitutions and Quorum

Substitutions may be made with prior notice given to the clerk and with the approval of the Chair. There must be a minimum of 7 from the core group (excluding clerk) in attendance for decisions or approvals. In the event of a consensus not being reached, the Chair will escalate to Court.

# Conflict of Interest

The PODC will follow the [UofG procedure for the management of any conflicts](about:blank). The procedure defines declaration of conflicts as a standard agenda item at the start of the meeting, the maintenance of a register of conflicts, and a process for managing all conflicts which are declared.

# Format and cadence

There will be normally 2-3 meetings per year, with additional online meetings to be scheduled as appropriate for any governance matters, should they arise

**INPUTS**

* UofG strategy (2025) and plan
* People & Organisational Development strategy (2020-2025) and plan
* Sub Committee minutes including
  + Equality and Diversity Strategy Committee (EDSC)
  + Joint Committee of Consultation and Negotiation (JCCN)
* Change proposals/business cases as appropriate
* Summary of changes made to action log

**OUTPUTS**

* Revised papers and reports to Court
* Decision Log
* Action Log
* Minutes