



**LLANDRILLO COLLEGE  
FURTHER EDUCATION CORPORATION**

**TERMS OF REFERENCE OF THE  
EMPLOYMENT AND SAFETY  
COMMITTEE**

**Recommended by Employment and Safety  
Committee: 21 March 2006**

**Approved by Corporation Board: 5 April 2006**

# LLANDRILLO COLLEGE FURTHER EDUCATION CORPORATION BOARD

## TERMS OF REFERENCE – EMPLOYMENT AND SAFETY COMMITTEE

### 1 **Constitution**

The Corporation hereby resolves to adopt the following terms of reference for the Employment and Safety Committee.

### 2 **Duties**

#### 2.1 **Executive responsibilities**

The Employment and Safety Committee shall have executive responsibilities only as specifically delegated by the Corporation.

#### 2.2 **Monitoring responsibilities**

The Employment and Safety Committee shall have the following monitoring responsibilities:

- To review and evaluate the Human Resource Strategy (including all policies in support of the Human Resource Strategy ).
- To review and evaluate appropriate benchmarking ratios involving Coleg Llandrillo and other appropriate institutions within the further and/or higher sectors of Wales and England.
- Staff sickness and deployment
- To review all areas of high risk which fall within the remit of the Committee.
- To review the proceedings of the Health, Safety and Environment Committee

#### 2.3 **Advisory responsibilities**

The Committee shall consider and advise the Corporation Board on:

- Human resources, including staff planning to meet the institution's needs and staff development strategies.
- Framework for the pay and conditions of service of all staff with the exception of those designated as senior staff.
- A staff code with which staff are contractually expected to comply.
- Recruitment and appointment arrangements.

# LLANDRILLO COLLEGE FURTHER EDUCATION CORPORATION

## EMPLOYMENT AND SAFETY COMMITTEE

### TERMS OF REFERENCE

- Procedures for suspension, discipline, and dismissal of staff, including arrangements for hearing appeals.
- Staff grievance procedures.
- Procedures for dealing with racial and sexual harassment complaints.
- Equal opportunity in Employment and Safety.
- Arrangements for consultation with trade unions and associations representing staff.
- A system for regular communications with staff on employment issues.
- Arrangements for an effective human resources/personnel service.
- Arrangements for induction, probation and professional development of staff.
- A whistleblowing policy.
- Appropriate policies relating to the early retirement of staff.
- An appraisal system for staff.
- Any other employment related policies.
- Safety, Health and Environment issues, reports and policy changes.

#### 2.4 **Other responsibilities**

The Employment and Safety Committee shall be responsible for any other matters referred to the Committee by the Corporation Board.

Revision History:-