



## PEOPLE COMMITTEE

### TERMS OF REFERENCE 2020/21

**PARENT BODY:** Council

**PURPOSE:** The People Committee has strategic oversight of, and reviews LSHTM's strategies, plans and objectives in relation to people-related matters including (but not limited to): staff morale and engagement, wellbeing, culture, equality, diversity and inclusion, staff appraisal and training and development.

#### 1. Strategy and objectives

- 1.1. To monitor progress of People related aspects of the LSHTM Strategic plan, and provide advice and recommendations where necessary;
- 1.2. To review the People risks in the Strategic Risk Register
- 1.3. To monitor strategies and progress in respect of equality, diversity and inclusion for staff and students, and provide advice and recommendations where necessary
- 1.4. To monitor the key employment issues (including Professorial banding arrangements and pension arrangements) and remuneration levels of agreed categories of staff. The Committee will determine the categories monitored;
- 1.5. To receive the assurance it deems necessary in respect of the appraisal process for all staff; and
- 1.6. To monitor strategies and performance in respect of development & training for all staff, and provide advice and recommendations where necessary

#### 2. Committee evaluation

- 2.1 To review the Committee's effectiveness and the suitability of its terms of reference annually.

#### COMPOSITION:

Membership:

- The Chair of the Committee shall be appointed by Council, from amongst the Council external members.
- Chair of Council
- Deputy Chair of Council
- Up to three other external members of Council
- One Staff Member of Council who will not attend discussions relating to individual members of staff



- One Student Member of Council who will not attend discussions relating to individual members of staff
- Up to three Co-opted member (if required)

In attendance:

- HR Director
- Director
- Deputy Director and Provost
- Secretary and Registrar
- Committee secretary

**MODE OF OPERATION:**

Meetings shall be held up to three times per academic year. Additional meetings of this Committee may be held on an exceptional basis by direction of the Chair.