

## **GENERAL PURPOSES COMMITTEE TERMS OF REFERENCE**

The General Purposes Committee shall have the following Terms of Reference:

1. Keep under review the College's Marketing operations.
2. Keep under review and approve from time to time the College's Marketing Strategy.
3. Keep under review and approve revisions to the College's Equal Opportunities Policy and monitor College performance in relation to the Policy, including HR data.
4. Review on an annual basis and approve revisions to the College Statement on Support Available for Students with Learning Difficulties or Disabilities.
5. Receive an annual review on Child Protection and approve revisions to the College's Child Protection Policy.
6. Keep under review and approve revisions to the College's Health, Safety and Welfare policies and practices.
7. Consider and recommend any revisions necessary to Staff Development policies and practices.
8. Receive an annual report on Staff Development.
9. Consider and approve revisions from time to time in relation to Human Resources' policies and practices which form the pay and conditions framework for the College.
10. Approve revisions to policies associated with appraisal training and continued professional development of staff.
11. Agree Trade Unions to be recognised by the College.
12. Receive an annual report on communications with the Trade Unions and staff on labour relations in the pursuit of constructive relationships.
13. Keep under review and revise as appropriate other College policies not specifically dealt with in other Committees.

### **MEMBERSHIP**

1. The membership of the Committee will be the Principal of the College and up to 3 members of the Corporation.
2. Membership of the General Purposes Committee to be as determined from time to time by the Corporation.

### **QUORUM**

1. Committees shall be quorate when 2 members are present.
2. If less than 2 members are present, the business may still take place but any decision will require ratification by the Corporation.

### **COMMITTEE CHAIR**

1. The Committee will elect a Chair from their number in accordance with the procedure as specified in the Standing Orders of the Corporation. The term of office for the Committee Chair will normally be two years unless a vacancy occurs, when the post will be filled for the outstanding period of office of the outgoing Chair.
2. The Committee will not normally appoint a Vice-Chair.
3. If the Committee Chair is not present at the meeting, the members will elect a Chair for the meeting from amongst their number.

### **CLERKING ARRANGEMENTS**

The Clerk to the Corporation will ensure that appropriate clerking arrangements are in hand for the Committee. Normally this will be the Clerk to the Corporation.

### **FREQUENCY OF MEETINGS**

The General Purposes Committee to meet at least 3 times per year in advance of the termly meeting of the Corporation and at such other time or place as may be determined by the Chair.

### **STANDING ORDERS**

The Corporation Standing Orders will apply to the running of the Committee as appropriate.