

People, Nominations and Remuneration Committee Constitution

Current version of constitution approved: Council 4/2023 (14 August), 2023/0001064

Constitution last amended: Council 6/2022 (5 December), 2022/0001253

Committee of the Council established: Council 5/2022 (10 October)

1. Introduction

- 1.1 The University Council (**Council**) has established the People, Nominations and Remuneration Committee (**Committee**).
- 1.2 The Committee incorporates the functions of the previous Council Nominations Committee, Honorary Degree Committee, and Senior Staff Remuneration Committee, all of which were disestablished by the Council [Council meeting 6/2022 (5 December)]. In addition, the Committee has a “People and Culture” function.
- 1.3 This constitution:
 - (a) provides a framework for the performance of the Committee’s activities; and
 - (b) supports the University in meeting its corporate governance, monitoring and accountability obligations under Standards 6.1 and 6.2 of the *Higher Education Standards Framework (Threshold Standards) 2021*.

2. Mandate

- 2.1 The Committee is a standing committee of the Council, and reports to the Council and is accountable to the Council. The Council has established the Committee to assist and advise the Council in the effective discharge of its responsibilities regarding the people and culture of the University.

3. Functions

Workforce functions

- 3.1 The workforce functions of the Committee include:
 - (a) overseeing alignment of the University’s workforce strategies with the University strategic and organisational plans;
 - (b) monitoring strategies to manage and enhance the University’s workforce, including about:
 - (i) attraction, retention, remuneration, performance management, development and succession planning of academic and professional staff;
 - (ii) equity and diversity;
 - (iii) enterprise bargaining and other industrial relations matters; and
 - (c) monitoring strategies to enhance people, culture and organisational effectiveness.

Council and Council Committee Nominations

- 3.2 The Committee is responsible for the nomination of prospective members of the Council and Council Committees for categories of members that are not elected.

- 3.3 The Committee may:
- (a) make recommendations to the Minister on the members to be appointed to the Council by the Governor-in-Council; and
 - (b) make recommendations to the Council on the appointment of such additional members, as are permitted under the *Griffith University Act*.
 - (c) make recommendations to the Council on the membership of Council Committees.
- 3.4 As part of the process of identifying possible nominations, the Committee will invite all the Council members to propose appropriate persons on a confidential basis.
- 3.5 In making its recommendations for the appointment of members, the Committee will consider the appropriate mix of qualities, skills and experience which will most likely contribute to the effective governance of the University. In doing so, the Committee shall consider:
- (a) whether the prospective member has an appreciation of the University's values; its teaching, research and community service activities, and its independence and academic freedom;
 - (b) whether the prospective member has an appreciation of external community needs;
 - (c) diversity of backgrounds in the overall Council and Committee membership; and
 - (d) whether the prospective member has the needed skills and knowledge to contribute to the University's strategic direction setting.

Honorary Degrees

- 3.6 The Committee is responsible for:
- (a) receiving nominations from members of the University for the award of the degree of DUniv and make recommendations thereon to the Council;
 - (b) generating nominations for DUnivs;
 - (c) vetting nominations and ensuring appropriate due diligence has been completed; and
 - (d) considering revocation of awards in accordance with the conditions outlined in the Honorary Degree Policy.

Senior Staff Remuneration

- 3.7 The Committee will advise:
- (a) the Council on the terms and conditions of appointment of the Provost, Deputy Vice Chancellors, Vice Presidents, Pro Vice Chancellors, and the Chief Operating Officer; and
 - (b) the Vice Chancellor on the terms and conditions of appointment of any other positions referred to it by the Vice Chancellor.
- 3.8 The advice of the Committee shall guide the considerations of the Vice Chancellor's Staffing Committee.

4. Authority

- 4.1 The Council has delegated certain of its powers to the Committee in accordance with section 11(1)(b) of the *Griffith University Act 1988* (Qld).

- 4.2 The Committee may exercise such powers as the Council may delegate to the Committee from time to time, as set out in the University's register of delegations.
- 4.3 The Council authorises the Committee to perform its role as established within the scope of this constitution. In discharging its responsibilities, the Committee shall:
- (a) have no executive powers, delegated financial responsibility or management functions;
 - (b) have unrestricted access to records, data and reports and to obtain any information it needs from any employee of the University and/or external party (subject to their legal obligation to protect information);
 - (c) discuss any matters with external parties (subject to confidentiality considerations); and
 - (d) consult with the Vice Chancellor over the need to obtain external legal or other professional advice where this advice is considered necessary by the Committee to meet its responsibilities.

5. Committee Composition

- 5.1 The Committee is composed of up to seven members appointed by Council, two of whom may be ex officio, and up to two of whom may be external to the Council.
- 5.2 The Chair must be a member of the Council.

6. Terms of Appointment

- 6.1 The term of office of members who are not ex officio is for a period of up to three years.
- 6.2 The Council may re-appoint members at the expiration of their term. Resignations are to be provided to the Chair in writing.
- 6.3 The Council may dismiss a member from the Committee in accordance with the member's letter of appointment.

7. Rights of Audience and Debate

- 7.1 Management representatives will attend Committee meetings with rights of audience and debate as needed and with the approval of the Chair.

8. Operating Principles and Procedures

- 8.1 The Committee will operate and meetings will be conducted in accordance with the Council approved Council Committees Procedure (Standing Orders) except where the constitution states otherwise.

Meetings

- 8.2 The Committee shall meet at least four times a year.

Secretariat Services

- 8.3 The Chief Operating Officer is responsible for appointing the Secretary of the Committee who has rights of audience.

9. Sub-committees

- 9.1 The Committee may establish sub-committees of either a standing or ad hoc nature. Membership of sub-committees is not restricted to persons who are members of the Committee or the Council.

10. Evaluation of Performance

10.1 The Committee will evaluate its own performance annually under the coordination of the Chair of the Committee. The evaluation may seek input from the Director, Human Resources. Training needs will be monitored by the Chair.

10.2 The Council may determine that there be an external peer review of the performance of the Committee and/or its processes and procedures.

11. Review of Constitution

11.1 The Committee will review this constitution annually. Any proposed changes to the constitution will be recommended by the Committee to the Council.