

Professional Progression Sub-Committee – Terms of Reference

2023-24

Parent body

People, Organisational Development and Equalities Committee

Terms of reference

Authority

The Sub-Committee has delegated authority from the People, Organisational Development and Equalities Committee to:

1. Review strategy pertaining to matters of pay and progression of non-academic College staff.
2. Make those decisions which pertain to the pay and progression of College staff where responsibility for making such decisions has not been specifically assigned to another body.

Duties

To decide upon the following:

1. Salary increases for all non-academic staff without automatic progression, other than those falling within the scope of Remuneration Committee.
2. the award of accelerated increments up to the contribution threshold for non-academic staff up to and including Grade 10.
3. any other type of enhanced remuneration for any category of staff, in any other case where this responsibility is not specifically assigned to another body.

Meetings

1. Terms of office for non-ex-officio members shall be three years, renewable for three further years.
2. Members shall receive an induction to working on the committee before attending the first meeting.

3. The committee shall have one meeting per year, which will be timetabled on an annual basis and will take account of the schedule of meetings for the Human Resources and Equalities Committee and the Council to ensure appropriate reporting.
4. The minutes, agendas and papers for each meeting shall be sent to members at least ten working days in advance. Only exceptionally and with the agreement of the Chair will papers be tabled at meetings.
5. The quorum of the Committee shall be as set out in Paragraph 4 of the Standing Orders.

Reporting

The Sub-Committee regularly reports to the People, Organisational Development and Equalities Committee and Council by circulating the minutes of each meeting and by producing periodic reports.

Members

Composition	Member	Term
Chair: Chief Operating Officer	Jilly Court	ex officio
A Pro-Warden	Professor David Oswell	to 2025
Director, People and Organisational Development	Susan Edwards	ex officio
A Professional Services Director	Matthew Brooks	2026
A representative of the technical staff	vacancy	
A representative of the staff (grade 4 or 5)	Gloria Ojosipe	to 2024
Secretary	Dawn Foster	

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