

University of Newcastle Council

Committee Charter

PEOPLE AND CULTURE COMMITTEE



1. Establishment of the Committee

The People and Culture Committee is established as a Committee of the Council in accordance with Clause 4, Schedule 1 of the *University of Newcastle Act 1989*.

2. Current Membership

Membership of the People and Culture Committee is available [here](#).

3. Composition and Meetings

3.1 The Committee is comprised of three or more members of the University Council including the:

- Chancellor; and
- Vice-Chancellor.

3.2 The majority of members are to be external members of the Council.

3.3 Members are appointed for a term of office that runs concurrently with the term of office of the Council.

3.4 The Chair will be appointed following expressions of interest from the external members of the Committee and a resolution of the Committee.

3.5 The Committee will meet as frequently as required, with the consent of the Chair.

3.6 A quorum constitutes the nearest whole number above one half of the membership of the Committee.

3.7 The minutes and relevant documentation of each meeting will be provided to Council.

4. In attendance

4.1 The University Secretary (and nominee) and Chief People and Culture Officer have standing rights of audience at all meetings of the Committee.

4.2 The Chair may invite any other person to assist the deliberations of the Committee by attending either for particular items or for entire meetings.

5. Functions

The functions of the Committee are to:

5.1 monitor the development and implementation of strategies to enhance people and organisational effectiveness with particular regard to:

- institutional culture
- talent management and executive development
- succession planning
- staff and student engagement

- staff and student health, safety and wellbeing;
- 5.2 review and endorse the University's Employee Value Proposition to ensure the University attracts and retains appropriate people for specific roles at particular times;
 - 5.3 review and monitor other strategic initiatives associated with people and culture;
 - 5.4 monitor the effectiveness of staff and stakeholder communications;
 - 5.5 monitor the development and implementation of industry and community engagement strategies;
 - 5.6 make recommendations to the Council on the standards for the University's code of conduct, University values, corporate responsibility principles, and ethical practice, having regard to conducting business in an ethical manner, dealing fairly with stakeholders and minimising the negative impact of activities;
 - 5.7 oversee alignment of the University's workforce strategies with the University's strategic and corporate plans; and
 - 5.8 review outcomes and feedback received from staff and student satisfaction surveys such as YourVoice (and any associated pulse surveys), the Student Feedback on the University of Newcastle (SFUN) survey and the Quality Indicators for Learning and Teaching (QILT) surveys.

6. Authority

The Council authorises the Committee, within the scope of its responsibilities, to:

- 6.1 perform activities within its Charter as the Committee deems relevant and necessary;
- 6.2 engage independent counsel and other advisers as it deems necessary to carry out its duties;
- 6.3 establish working groups, as required, to assist the Committee in the exercise of its duties; and
- 6.4 receive such additional information required, sourced through the committee chair.

7. Overlap of Responsibilities

Where there is a perceived overlap of responsibilities between the Committee and any other Committee of the Council, the respective Committee Chairs shall have the discretion to agree the most appropriate Committee to fulfil any obligation.

8. Performance Review

The Committee will:

- 8.1 review this Charter at least annually and recommend to the Council any necessary amendments;
and
- 8.2 assess performance annually, relative to the Committee's purpose, duties and responsibilities.

Approval Authority

Approved by	Council
Policy owner	People and Culture Committee, facilitated by the University Secretary

Revision History

Amendments	<p>25/11/2022 – Amendment to Item 4.1 to remove the Director of Human Resource Services and additional function 5.8 pertaining to the consideration of staff and student satisfaction surveys.</p> <p>10/12/2021 – Amendment to Item 4.1 to include the Chief People and Culture Officer and Director Human Resource Services with rights of audience</p> <p>11/12/2020 – Addition to 5.1 to add staff and student health, safety and wellbeing</p> <p>3/7/2020 – Administrative amendment adding hyperlink to current members.</p> <p>5/2/2020 – Administrative amendment removing Ms Madeline Temple and adding Miss Helena Qian.</p> <p>13/11/2019 - Mr Doug Dean, External member, extended until 13 August 2022 (Council Resolution C19:031)</p>
Approved by	Council
Date approved	25 November 2022