

**SHEFFIELD HALLAM UNIVERSITY**

**FINANCE DIRECTORATE - LOCAL INFORMATION & CONSULTATION COMMITTEE TERMS OF REFERENCE**

**Purpose**

1. To provide a forum to enable management and staff representatives to deal with matters of common concern through a better understanding of the Finance Directorate's objectives and Strategic Plan.
2. It is recognised that the Information & Consultation process is designed primarily to ensure the effective involvement of employees in the operations of the Finance Directorate and to ensure that their views are considered when making decisions affecting their work.
3. The formal work of the Committee will be complemented by the normal discussions that take place at all levels throughout the Finance Directorate on a day to day basis
4. Whilst the primary objective of the Committee would be to enable management and employee representatives to consider matters of common concern, from time to time it might be appropriate for individual items to be taken out of the Information & Consultation process and in to the joint negotiating machinery.
5. The Local Information & Consultation Committee does not have the authority to agree deviations from the University policies, procedures and collective agreements.
6. It is essential for all members of the University to be receptive to the need for innovation and, through a positive and joint approach to necessary changes in systems, practices and attitudes, thereby enabling the University to be responsive, competitive and successful.

**Terms of Reference**

1. To enable the Finance Directorate's management and staff representatives to jointly examine and discuss issues of mutual concern and seek acceptable solutions to problems through a genuine exchange of views, and to receive, review and disseminate information on those matters.
2. To provide a channel for the regular and timely exchange of information and to consult employees on any changes which are likely to affect their interests, so that their views can be taken into account in the decision making process within the Finance Directorate.
3. To provide the means of seeking to achieve a common awareness of factors affecting the performance of the University and Finance Directorate and its future plans, including financial, economic and human resources.

**Composition**

1. The work of the Committee will synchronise with the work of the Sheffield Hallam University (SHU) Information and Consultation Committee. Local issues which may impact on other areas of the University will be deferred to the SHU I & C Committee.

2. The Director of Finance will act as Chair. The Deputy Chair shall be elected by and from the staff representatives. The Deputy Chair shall be selected for a two year period which may be renewed.
3. Representation of the Committee is determined to ensure the widest possible representation consisting of appropriate Union and HR representation, Finance management and Finance Directorate staff representatives. Further University specialists may attend from time to time to discuss specific issues.
4. Staff representatives will be nominated for election to the Committee using an appropriate agreed mechanism.
5. HR principles regarding change management (and the University's code of behaviour) will be used as a reference for the Committee.
6. The work of the Committee and the Terms of Reference will be evaluated within the first twelve months of the first formal meeting of the LICC and thereafter on an appropriate basis as agreed.

## **Meetings**

1. The group will meet bi-monthly. The Chair or Deputy Chair shall be empowered to call additional or more regular meetings when appropriate.
2. Items for the agenda from any members of the LICC must be presented in writing to the Secretary at least 7 working days before the meeting. The agenda for each meeting will be approved by the Chair and distributed by the Secretary 5 working days prior to the meeting.
3. Matters of urgency may be introduced at short notice as 'any other business' at the discretion of the Chair.
4. Agenda items will be discussed by the Committee; a brief account of the discussion identifying the main issues that arose and a clear record of the decisions taken will be made together with any action required. The Secretary will ensure that all action items are processed as appropriate.
5. Minutes of each meeting of the Committee will be recorded by the Secretary. Copies of the minutes will be reviewed by the Chair and Deputy Chair and will then be distributed to all members of staff within the Directorate and the Unison TU Secretary via email within 7 working days. Past minutes will also be displayed on the LICC Sharepoint site.

## **Committee Membership**

- Director of Finance (Chair)
- 4 Management Representatives
- 4 Elected Staff Representative (to include Deputy Chair appointee)
- HR Representative
- Unison Representative
- Committee Secretary

December 2013