

SHEFFIELD HALLAM UNIVERSITY

HWB LOCAL INFORMATION & CONSULTATION COMMITTEE

Terms of Reference

1. INTRODUCTION

The University is committed to working in partnership with employees and their representatives, in a spirit of openness, co-operation and mutual trust, to create an environment that enables everyone in the University to work together in meeting the challenges faced in Higher Education and also to debate issues openly in order to seek solutions. It is recognised that working together in this way is in the long-term interests of all employees.

2. PURPOSE OF THE COMMITTEE

The LICC aims to keep its employees better informed about its business, long-term direction, initiatives and activities.

It provides a structured approach for consultation with staff, in addition to direct consultation that will take place as appropriate.

It will help inform development opportunities across the faculty and help to shape faculty wellbeing initiatives.

3. ROLE OF THE COMMITTEE

This Committee will discuss, at the appropriate time:

1. University and Faculty business strategy updates
2. Faculty Financial performance
3. Faculty Change Projects
4. Faculty Pillar Board Updates
5. Update on University and faculty KPI's (i.e. NSS, student recruitment)
6. Equality, Diversity and Inclusion
7. Employee Opinion Survey
8. Staff Development Opportunities
9. Staff Wellbeing initiatives
10. Other issues as may be agreed from time to time

4. ROLE OF COMMITTEE MEMBERS

Committee members are responsible for:

- Seeking feedback from staff prior to LICC
- Representing the wider staff view which may be different to their own view
- Providing feedback to staff after LICC meetings
- Actively participating in meetings or sending a deputy when they are unable to attend

5. MEMBERSHIP

Chair: Senior HR Business Partner

Deputy Chair: PVC

Secretary: PVC Executive Assistant

Management representatives:

Faculty Academic representative from Principal Lecturer level or above
Faculty Research representative from Professor or above
Faculty Professional Services Business Partner

In addition other management representatives may attend the meeting as appropriate to the agenda (i.e. Head of Faculty Finance).

8 staff representatives representing the following groups of staff:

1 from each academic department
1 from Research Centres
1 from technical staff *
1 from professional services staff *
Chair of the staff social committee

* to be reviewed following the completion of PSOM.

A Trade Union representative from each of the recognised Trade Unions *

* If the trade unions are unable to provide a representative the committee will continue to meet with the staff representatives detailed above.

6. LINKAGES TO OTHER COMMITTEES

The LICC reports into the Faculty Leadership Team.

Issues raised at the LICC may be escalated to the Information and Consultation Committee where they are considered to be matters of relevance to the wider University.

Negotiated items will be dealt with by the Joint Negotiating Committee.

7. OPERATION OF THE COMMITTEE

The LICC will be scheduled to take place six times per year.

Agenda items may be submitted by any member of the committee. The agenda for each meeting will be agreed jointly by the Chair and Deputy Chair.

A summary of the meeting will be circulated to HWB staff.

8. CONFIDENTIAL INFORMATION

Members of the Committee shall not reveal any information expressly provided in confidence.

9. REVIEW AND OTHER RELEVANT INFORMATION

These Terms of Reference will be reviewed by the LICC Committee on an appropriate basis and in not less than two years.

Originated July 2018.