

## **Committee Terms of Reference: REDUNDANCY COMMITTEE**

Reports to: the Council (for information only)

Occurrence: as determined by the Chair, to enable the Committee to meet required deadlines

*Terms of reference last reviewed: July 2022; last revised: July 2018; and next due for review: July 2024*

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### Members:

- 1 Independent Member (Chair), drawn from the membership of Council
- 2 Independent Members, drawn from the membership of Council
- 1 Senate Member
- 1 Non-academic staff Member

5 members.

Quorum: 3 members, provided that at least two Independent Members are present.

### In attendance:

- Director of Human Resources, or nominee

At the discretion of the Chair other University officers, as may be appropriate, shall be invited to attend meetings.

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### Remit:

The Redundancy Committee is constituted to scrutinise and determine on all proposals where changes are being proposed to a service or function which may have significant implications for the staffing structure of an academic or service unit.

Any such proposals shall be progressed in accordance with the applicable Ordinance (the 'Redundancy Avoidance Policy'), and shall first be considered by the University Executive, who shall present a suitable recommendation to the Redundancy Committee.

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### Terms of reference:

1. To consider a recommendation from the University Executive in relation to any proposal where the need to change or reduce posts is identified, and determine whether to accept or reject the proposal in principle.
2. To consider a final proposal following conclusion of the appropriate consultation period, and determine whether to accept or reject the final proposal.

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### Operation

Members shall receive all Committee paperwork at least five working days in advance of each formal meeting. Any exceptions to this requirement shall be at the discretion of the Chair.

At the Chair's discretion, the Redundancy Committee may carry out its duties by means of a formal Committee meeting, or by electronic correspondence between Committee members. Any such resolutions made outside of a formal Committee meeting shall be fully documented, and reported to the next full meeting of the Redundancy Committee.

All formal Committee meetings shall be fully minuted and presented to the next meeting of the Council for information only, and shall not require endorsement or approval.