



People Committee Terms of Reference

Mission

The Council has established a People Committee. Its role is to assist the Council in fulfilling its oversight responsibilities, its role as employer of the Vice-Chancellor, to support the Vice-Chancellor to manage the University's people issues effectively and appropriately and to contribute to the ongoing improvement in organisational performance.

Membership

The People Committee will comprise not less than four members appointed by the Council including the Chancellor and Pro-Chancellor, who are appointed ex officio as members of the Committee.

Members are appointed for an initial term of no more than two years. They may be eligible for an extension or reappointment. The Committee membership can include external members if Council considers it appropriate.

Three members of the Committee will form a quorum, one of whom must be the Chancellor or Pro-Chancellor. The Chancellor shall be the Chair.

No member of staff (including the Vice-Chancellor), nor a student of the University of Canterbury shall be a member of the Committee nor may they attend meetings of the Committee. Other independent members of Council, who are not appointed Committee members, may attend Committee meetings.

Refer to Appendix 1 for the current People Committee membership.

Responsibilities

The Committee is responsible for considering the following matters and making recommendations to Council on:

1. Recruitment of the Vice-Chancellor (including considering the terms and conditions of employment) and succession planning for the Vice-Chancellor.
2. Reviewing the professional development, performance setting and assessment of the Vice-Chancellor on an annual basis.
3. Reviewing the remuneration (including incentive payments, if any) of the Vice-Chancellor on an annual basis.
4. Supporting the Vice-Chancellor, as required, in relation to senior staff appointments, management and remuneration.
5. Reviewing and advising on wider staffing issues including remuneration policy positions (including collective bargaining strategies and settlements) proposed by the Vice-Chancellor, as they arise.
6. Exercising other powers, functions or responsibilities as specifically delegated by Council from time to time.

The Committee is authorised by the Council, at the expense of the University of Canterbury, to obtain such independent professional advice (i.e. legal or recruitment advice) as it thinks necessary to carry out its responsibilities. The Committee may recommend to the Council that reports or surveys, which it deems necessary to help fulfil its responsibilities, are commissioned.

The Committee is authorised to seek any information it requires to fulfil its role from any officer or employee of the University of Canterbury, and all employees are required by the Council to respond co-operatively with any reasonable request made by the Committee.

Meetings

Meetings of the People Committee shall be convened at the direction of the Chair. If the Chair is absent, then the Pro-Chancellor shall be Chair for that meeting.

Meeting agendas will be drawn up by the Committee Chair, with assistance from the University Registrar. The agenda and accompanying papers shall be circulated at least four working days prior to the meeting of the Committee, but where circumstances require and, with the consent of the Committee Chair, papers may be circulated nearer the meeting date or at the meeting.

At the discretion of the Committee Chair, meetings may be conducted in person, by audio, audio-visual or other electronic communication.

The Committee Secretary will be the University Registrar (or delegate where unavailable) who will be responsible for minuting the meetings.

Reporting

The People Committee shall, at the next Council meeting, provide a verbal briefing from the Committee Chair and any recommendations to Council.

Review of Terms of Reference

These terms of reference will be reviewed at least every three years (earlier if necessary). Any proposed changes will be put to Council for approval. A Committee self-assessment process should take place at least every three years.

Appendix 1

People Committee Membership, as at 1 July 2025:

Ex officio members

Chancellor (Chair)

Pro-Chancellor

Elected members of Council

Ms Rachel Robilliard

Ms Gillian Simpson

Ms Lisa Tumahai

External Members

None at this time

In attendance

Vice-Chancellor (upon invitation)

University Registrar (Secretary)

Other senior staff members as needed and upon invitation for specific items.