

People Committee rules of procedure

Scope of rules of procedure

1. These rules of procedure apply on and from 18 May 2026 to the People Committee.

Provisions that apply to the committee

2. The validity of any proceedings (including quorum) is not to be affected by a vacancy among the members or by any defect in the appointment of a member.
3. All words and expressions in this document are to be interpreted in accordance with Part 9 of the OfS scheme of delegation.

Members

4. The People Committee (hereafter 'the committee') is to consist of up to five members, including:
 - a. Up to three ordinary members of the OfS.
 - b. Up to two persons who are neither a member of the OfS nor a member of OfS staff (hereafter 'independent committee members').
5. Independent committee members will have relevant experience of people, culture and reward related matters. This shall be interpreted broadly to include experience of management and oversight of organisations.
6. The ordinary members of the OfS who have been appointed to the committee are:
 - Sumita Hutchison.
 - Jane McCall.
 - Andrew Wilson.
7. The independent committee member who has been appointed to the committee is:
 - Alex Killick.

Chair

8. The chair of the committee is Jane McCall.
9. In the absence of the committee chair, a meeting of the committee will be chaired by another member that is also a member of the OfS, excluding the chair of the OfS.

Meetings

10. The committee is expected to meet three to four times a year.
11. The chair of the OfS, chair of the committee, chief executive, or Director of Resources and Finance may convene additional meetings as they deem necessary.
12. Meetings of the committee may be held in person or by video or teleconferencing (or any combination of such methods).
13. The committee will be considered quorate provided it is chaired by an OfS member and attended by at least three members.
14. In lieu of a meeting of the committee, advice from members may be provided by correspondence (including by email).

Other attendance

15. The committee will usually be attended by a director of the OfS or their delegate, an OfS staff member acting as clerk to the committee, and a member of staff with human resources expertise.
16. The committee may be attended by the Head of Governance, the chief executive, the chair of the OfS, other OfS staff as required, and any other persons with agreement of the chair of the committee.

Reporting

17. The committee is expected to provide a written report to the OfS board on the activities of the committee after each committee meeting. The matters reported on may vary from time to time and may focus on matters the chair of the committee considers of be of particular interest to the OfS board. However, any failure to provide a report to the OfS board will not in any way affect the validity of any other advice or assurance provided by the committee.