**Personal and Professional Development Committee: Terms of Reference**

From 1 October 2018

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Remit of the Committee

The overall objective of the Personal and Professional Development Committee (PPDC) is to drive forward a strategic agenda for development across the University and to measure and monitor the success of its implementation. Developing staff benefits the institution, the academy, society and the economy, both through contributions to the University’s education and research and through the contributions of those who leave Cambridge for other institutions and sectors.

Associating the development of individuals, the development of the institution and developments of the wider society enables the University to anticipate and engage with changing needs and priorities, in a manner which is rooted in Cambridge’s rich history and current achievements and which faces the challenges of the twenty-first century.

PPDC will report to the HR Committee.

More specifically, PPDC will:

* Provide a forum for input, discussion and feedback on contemporary practice in organisational, professional and personal development, incorporating when appropriate more specialised training provision eg IT, Finance, HR
* Identify external and internal developments and drivers which are relevant to the University’s success to help inform its strategic HR priorities
* Ensure the University’s people development strategies and their implementation continue to be consistent with stakeholder expectations and resources available
* Set and monitor the University’s key performance indicators with regard to its strategic objectives in relation to people development

# Composition

The Chair of PPDC is the Pro-Vice-Chancellor for Institutional and International Relations.

The membership of the PPDC shall consist of:

1. Pro-Vice Chancellor for Institutional and International Relations (Chair) (ex officio)
2. Pro-Vice Chancellor for Education (ex officio)
3. iii. HR Director (ex officio)

iv. 1 or 2 Heads of School - Sciences/Arts

v. A representative of the Registrary

vi. A Head of an NSI

vii. A Senior Tutor viii. A School Secretary

ix. Representative of assistant staff group

x. Representative of postdoc staff group

Selection of nominees should ensure, where possible, that there is good representation across gender, academic discipline, and other similar areas. The Secretarial role will be undertaken by the Head of PPD (currently Sue Pandey). Minutes will be taken by a PPD representative (currently Katie Bright-Ramon Pelegrin).

Length of term of members – for categories i – iii, term is equal to duration of their post; for categories iv – ix, term is 3 years, with an option to extend by a further year and for category x, term is 1 year with an option to extend by a further year.

New members will be invited by the Chair.

# Meetings

Frequency – meetings will normally be held once a term

Agendas – agendas will normally be circulated electronically by email one week prior to the date of the meeting, along with minutes from the previous meeting and any papers that are to be presented. Committee members are asked to bring their own copies of agenda and papers (hard or soft copies) to the meeting, in order to avoid multiple hard copies being produced and not required. In the event that a paper is not available to send out one week prior to the meeting, members will be notified when that paper will be available.

Minutes – minutes will be taken at the meeting and a summary of the minutes will be reviewed by the Chair and the Director of HR prior to being sent to all members. At each meeting, Committee members will have the opportunity to comment on the content and accuracy of the minutes of the previous meeting. Subject to any amendments to the minutes, they will be signed off by the Chair.

Conduct – members will be expected to contact PPD with their apologies if they are unable to attend any PPDC meeting. They are not expected to send a representative if they are unable to attend.

# Annex 1 - Membership from 1st October 2018

|  |  |
| --- | --- |
| Pro-Vice-Chancellor for Institutional and International Relations (Chair) (ex officio)  | Prof. Eilis Ferran  |
| Pro-Vice Chancellor for Education (ex officio)  | Prof. Graham Virgo  |
| HR Director (ex officio)  | Ms. Emma Stone  |
| Head of School or representative – Sciences  | Prof. Abigail by Fowden  |
| Head of School or representative – Arts  | Prof. Chris Young  |
| A representative of the Registrary  | Dr Regina Sachers |
| A Head of a NSI  | Dr Kirsty Allen |
| A Senior Tutor  | Dr Marina Frasca-Spada |
| A School Secretary  | Ms Milly Bodfish  |
| Representative of assistant staff group  | To be confirmed  |
| Representative of postdoc staff group  | Dr Neil Rzechorzek |
| Head of the Cambridge Centre for Teaching and Learning | Dr Meg Tait  |
| Secretary to Committee  | Ms Sue Pandey |
| Minute taker  | Ms Katie Bright-Ramon Pelegrin  |