The WEA

4 Luke Street, London, EC2A 4XW

T. 020 7426 3450 E. national@wea.org.uk W. wea.org.uk

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The WEA is a charity registered in England and Wales (no. 1112775) and in Scotland (no. SC039239). The Workers' Educational Association is a company limited by
guarantee registered in England and Wales (Company Number 2806910). Registered Office address is 4 Luke Street, London, EC2A 4XW.
Written notice of each meeting, an agenda and supporting papers shall normally be
circulated no later than seven working days before the date of the meeting.

Reporting

The Board of Trustees will receive minutes of People Committee meetings and will be
notified of any key issues through summary update reports to be delivered by the Chair of
the People Committee at meetings of the Board of Trustees from time to time.

Responsibilities
Framework for the Appointment Rewards & Conditions of staff
1. To advise the Board on the appropriate framework for the employment of staff including
staffing, salary structures and pensions
2. To monitor WEA’s defined contribution pension scheme, other than where matters have
financial implications or require specialist scrutiny from a financial perspective – such matters
will be referred to the Finance & Capital Resources Committee
3. To receive reports from the National Joint Negotiation Council (NJNC) and advise the Board
of Trustees on any issues raised, as necessary.
4. To oversee the effectiveness of WEA’s performance management systems.
5. For all staff other than senior post holders, to oversee frameworks, policies and procedures
for the appointment appraisal and supervision of staff, the investigation of grievances, staff
disciplinary procedures and all other policies relevant to the management of people employed
by the Association.

Equality, Diversity & Inclusion
6. To regularly monitor the diversity profile of the Committees of the Board of Trustees.
7. To regularly monitor the diversity profile of WEA staff and volunteers, and having due regard
for the benefits of diversity across all areas of the Association, recommend strategies to
address any underaddress an瀄退r鄰Ԑdera者倀an猃瀀ruo rea耀�t˫Ѐ䠀ss any under鄰Ԑdd

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proactively prevent sexual harassment in the workplace.