

SOUTH LANARKSHIRE COLLEGE (BOARD OF MANAGEMENT)

HUMAN RESOURCES COMMITTEE

Composition and Membership

The Board of Management will establish a Committee to the Board to be known as the Human Resources Committee.

The Committee and its Chair will be appointed by the Board. There shall be four members (this will include the Principal). A quorum shall be a minimum of two members of the Committee.

PURPOSE

The purpose of the Committee is to assure the Board of Management that the College meets its ethical and legal obligations to staff and has appropriate policies and procedures in place to promote a positive, ~~and~~ inclusive and values driven culture.

Alignment with Strategic Priorities

The HR Committee is aligned to the College's strategic priorities of:

- Highest- Quality Education and Support
- Sustainable Behaviours

The role of this committee is to provide oversight and challenge regarding the progress the College is making against these priorities as fits within the duties outlined below.

Terms of Reference

These Terms of Reference ensure that the Human Resources Committee has specified authority and resources to form an opinion and to make recommendations and report to the Board.

Proceedings

The Committee should meet four times per year. The Depute Principal and Head of Human Resources will normally attend as specialist advisors.

Duties

The duties of the Committee shall include:

- Monitoring and advising on governance as it affects the terms of reference of the Committee.
- Maintaining a strategic overview of all matters concerned with staffing, staff health and wellbeing, equality, diversity and inclusion.

- Approving College policies and procedures for staff-related matters; and any people strategies that are developed.
- Advising and participating in the staff recruitment and interview process for senior posts as appropriate.
- Ensuring appropriate staffing structures and levels are in place to deliver on the College's Strategic Plan and priorities, taking into account the external environment.
- ~~Monitoring Advising on Termination Procedures and the policy specifically related to resignations, dismissals, early retirement and be aware of staff turnover and advising on any policy arrangements under which staff contracts may come to an end.-~~
- Providing ~~governance oversight~~ advice on absence level/patterns and any related policy considerations as required. ~~control as required and on the appropriate policy in relation to authorised absence, unauthorised absence, short and long term sickness.~~
- Contributing to the planning of the College's Staff Development programme annually, and monitor uptake and impact of this.
- Engaging with the workforce planning process.
- Approving the College's Equality Outcomes and Plan, including monitoring relevant KPIs.
- Monitoring relationships with staff and Trade Unions.
- Receiving reports from the Health and Safety and First Aid Committees and providing advice as appropriate.

Reporting Procedures

The Committee should direct the minutes and appropriate papers of its meetings to the Board of Management.

After approval, the Committee's Minutes and appropriate papers should [be directed to the Regional Strategic Board and]_be published on the South Lanarkshire College website.

Effectiveness of the Committee

The Committee shall refer to the Code for Good Governance for Scotland's Colleges and:

- Perform an annual self-evaluation exercise
- Prepare an annual report for the Board of Management on the performance and duties undertaken by the Committee.

