

SOUTH LANARKSHIRE COLLEGE (BOARD OF MANAGEMENT)

HUMAN RESOURCES COMMITTEE

Constitution 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.

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 attend as specialist advisors.

Duties

The duties of the Committee should include:

- Maintain an overview of all matters concerned with staffing, equality, diversity and inclusion.
- Overview of College policies and procedures for staff-related matters.
- Advise and participate in the staff recruitment and interview process for posts as appropriate.
- Participate in staff grievance or disciplinary proceedings or other internal HR proceedings as and when appropriate.
- Advise and approve changes to management structures within all sectors of the College.
- Approve or reject proposals for staff upgrading as and when appropriate.
- Advise on Termination Procedures and the policy specifically related to resignations dismissals, early retirement and be aware of staff turnover.
- Advise on absence control and the appropriate policy in relation to authorised absence, unauthorised absence, short and long term sickness.

- Approve the College's Staff Development programme annually.
- Advise on workforce planning.
- Approve the College's Equality Outcomes and Plan.
- Receive reports from the Health and Safety and First Aid Committees.

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.