Committee	Human Resources committe		
Date paper prepared	26.08.2026	**Date of committee meeting**	10/09/2026
Subject	Human Resources Terms of Reference		
Author	Ellen Campbell		
Action requested	I. Endorsement sought		
Purpose of the paper	The committee are requested to review their terms of reference.		
Summary of the paper	Each of the Board committees are required to review their terms of reference on an annual basis to ensure that their proceedings and duties are current and fit for purpose. The last review was undertaken in June 2025.		
Consultation	Committee members		
Resource implications	N		
Risk implications	The committee is at risk of becoming ineffective if the terms do not remain current.		
Link with strategy			

Student experience impact	
Equality, Diversity, and Inclusion	Ensuring our documents can be read and understood by everyone, including people with disabilities or impairments, is a legal requirement under the Equality Act 2010.
Island Community Impact	Summarise how any actual or potential (positive or negative) impacts on island communities have been considered in the development of the paper. the Island communities impact assessments: guidance and toolkit - gov.scot (www.gov.scot) **Things to consider:** • Will your policy, strategy, service, or decision have the same impact across the region or area? Think about whether there are potential island impacts which differ from the regional impact or whether there are any barriers which may unfairly disadvantage islanders. • If your policy, strategy, or service is mainland-focused, you should consider if there is a corresponding need in island communities and think about how this has been otherwise considered or catered for. • It is also a good idea to identify any benefits for the island community, such as better access to services.
Paper status	☒ **Open** – **The paper may be circulated to non-members of the committee and published online without restriction.** ☐ **Restricted** – The paper must not be circulated to non-members or published online until after the committee meeting. ☐ **Confidential** - The paper must not be circulated beyond the committee members and should not be published online. Some information is considered commercially sensitive. [Please note papers may still be subject to Freedom of Information requests – see below].
Freedom of information	Choose an item. FOISA exemptions | Scottish Information Commissioner (itspublicknowledge.info) If closed/ withheld, select date this will become 'open': Enter a date.