Date of review 18.06.2025

Human Resources Committee Terms of Reference

Composition:

The Human Resources Committee shall consist of at least three Members appointed by the Board of Management and will include the Principal. The Board Chair may be a member of this Committee. The Chair of the Committee shall be appointed by the Board of Management. A quorum for this Committee will be no less than half the voting members.

Frequency of Meetings:

The Committee shall normally meet at least four times a year. A member of the Executive Leadership Team will normally attend Human Resources Committee meetings together with the Human Resources Manager.

Established by Board of Management

Purpose:

To approve the direction and have oversight of all personnel matters relating to the function of the Board of Management as employer of the College's staff along with the development and monitoring of all HR strategies and work streams.

The Human Resource Committee will:

a. Monitor HR policies and practices within the College, including those relating to recruitment and selection, terms and conditions of employment, Discipline and Grievance and training and development.

b. Monitor the College's compliance with statutory requirements relating to UK employment legislation;

c. Monitor the College's compliance with best personnel and HR practise in line with ACAS guidelines;

d. Keep a strategic overview of key performance indicators in relation to staffing and personnel matters;

e. Ensure the College provides appropriate Staff training and development.

f. Ensure the College operates an effective staff review procedure

g. Receive and review reports from the LJC, regarding consultations and/or negotiations conducted under the relevant LRPA; and receives reports from consultations and negotiations under the NRPA as they apply to the college.

h. Review the status of the risk cluster assigned to the Human Resources Committee from the college risk register and make recommendations for associated amendments to the Audit and Risk Management Committee

Accountabilities:

The Human Resources Committee is accountable to the Board of Management.

Responsibilities:

Members are responsible to the Board of Management. Members are required to consider the wider interests of staff whilst exercising their responsibilities in the interests of the College as a whole.