



HSDC CORPORATION
HUMAN RESOURCES (HR) COMMITTEE
TERMS OF REFERENCE

(APPROVED 3RD JULY 2017 EFFECTIVE FROM 1ST AUGUST 2017/
UPDATED AND APPROVED BY THE BOARD 10TH JULY 2023)

1. Membership

The membership will comprise 5 members.

The Principal and Chair will be ex-officio members.

Membership may include up to 2 co-opted members who are not Governors but have relevant skills or experience.

2. Quorum

The quorum shall comprise 2 Members of the Committee, one of whom must be a College Governor, if the Committee has co-opted members at the time.

3. Purpose

The HR Committee is required to lead the Corporation on all strategic and policy matters, concerning the employment and conditions of service of all College staff, except designated senior post holders who fall within the purview of the Remuneration Committee.

4. Appointment of Chair

The Committee will elect a Chair and Vice-Chair

5. Officers in Attendance

The Committee has the right to invite any other person to attend for a part of or for the whole of a meeting.

All persons In Attendance shall have no voting rights.

6. Meetings

- i) The Committee shall meet as and when necessary for the proper discharge of its responsibilities but shall meet at least three times per year.
- ii) The Clerk to the Corporation shall act as Clerk to the Committee.
- iii) All responsibilities of the Committee will be subject to the Corporation's approved Scheme of Delegation. Consequently, all decisions of the Committee shall be referred to the Corporation for confirmation, except those specifically delegated, which shall be reported to the Corporation.
- iv) There will be an annual schedule of business to enable Governors to identify when they will receive key items of business – **see Appendix 1**. This schedule is intended to be flexible to meet business needs.

7. Terms of Reference:

ACTIVITY	HOW
i) To monitor the development of the College's framework for the pay and conditions of service of all staff, except designated senior post holders, and to make appropriate recommendations to the Board.	Receipt of regular updates on developments in the sector, ensuring that they: <ul style="list-style-type: none"> • Identify the impact on current College arrangements; • Identify the costs involved; • Identify related risks.
ii) To ensure that the Corporation fulfils its legal obligations under relevant employment legislation and keeps up-to-date with changes and developments.	Receipt of regular briefings from the College on relevant legislative changes that will impact on or affect Personnel practice and policies of the College
iii) To consider changes and developments to contracts of employment, grievance and disciplinary procedures, procedures for resolving collective grievances and disputes and other related HR policies and procedures, ensuring that there is an annual review of all key HR policies.	Consideration of relevant documents to ensure that they: <ul style="list-style-type: none"> • Identify key changes; • Are compliant with relevant legislation; • Identify any related costs or risks; • Identify the impact on all policies and procedures that relate to staff.
iv) To monitor key College HR performance indicators, including recruitment, retention, succession planning and absence to ensure that appropriate action is being taken to address issues identified from the relevant statistics.	Receipt of a termly and annual summative HR Report which: <ul style="list-style-type: none"> • Identifies key employment trends with relevant comparators; • Identifies areas of concern to be addressed; • Sets out clear action plans for addressing such concerns.
v) To monitor and report to the Board on issues of staff welfare to include staff responses to questionnaires/surveys, and disciplinary and grievance issues, absence.	
vi) To review, from time to time, such procedures as are necessary for the appropriate recognition of relevant Trade Unions and to ratify negotiation and consultation procedures with the recognised Trade Unions as may be necessary.	Receipt of <i>ad-hoc</i> reports on Trade Union related issues.
vii) To monitor the College's arrangements for performance development review, professional development, staff development and Management Development.	Receipt of an annual Performance Development Report and Staff Development Report and regular updates.
viii) To advise the Corporation on Equity, Diversity and Inclusion (EDI) requirements as they relate to staff and employment issues and to monitor the College's EDI	Receipt of an annual EDI Report and regular updates.

ACTIVITY	HOW
arrangements in relation to staff and employment issues.	
ix) To advise the Corporation on aspects of Safeguarding which relate to HR, including arrangements for the single central register, safer recruitment and DBS checks.	Receipt of regular reports on relevant Safeguarding issues.
x) To advise the Corporation on its performance on aspects of the Code of Good Governance which are the responsibility of the Committee.	Receipt of regular reports on College performance against agreed targets and required actions to make improvements.
xi) To consider and make relevant recommendations to the Board on matters of staff re-structure and reorganisation.	As required
xii) To monitor key risk associated with the Committee's areas of responsibility and advise the Corporation accordingly.	Receipt of regular reports on key risks and to recommend appropriate action to the Board.

8. Review of Terms of Reference

These Terms of Reference shall be subject to a formal **annual** review.

HR COMMITTEE ANNUAL SCHEDULE OF BUSINESS

AGENDA ITEM
AUTUMN TERM
Election of Chair & Vice-Chair
Termly People Services Report (including organisational structure issues, if required)
Annual Report on Staff Development & Training and review of coming year's Training
Annual Equality, Diversity and Inclusion Report (committee to review from an HR perspective)
Review of HR strategic risks
Review of D25 Strategic Measures for People & Place
Relevant Safeguarding reports
Policies for Review/Approval
Legislative/Sector issues for consideration
SPRING TERM
Termly People Services Report including progress update of E&D action plan (and organisational structure issues, if required)
Staff Performance Development Reviews and Update on CPD
Relevant Safeguarding reports
Review of HR strategic risks
Review of D25 Strategic Measures for People & Place
Policies for Review/Approval
Legislative/Sector issues for consideration
SUMMER TERM
Annual Review and Evaluation which includes: <ul style="list-style-type: none"> • Annual review of Committee Terms of Reference and Schedule of Business; • Review of the Committee's performance in respect of the Code of Good Governance: to ensure effective control and due diligence; • Annual review of the operation of the Committee.
Termly People Services Report including progress update of E&D action plan (and organisational structure issues, if required)
Annual Review of HR Strategy/People Plan
Update on Pay and Conditions and indicative funding for the coming year
Relevant Safeguarding reports
Review of HR strategic risks
Review of D25 Strategic Measures for People & Place
Policies for Review/Approval
Legislative issues for consideration