



**BORDERS COLLEGE**  
**HUMAN RESOURCES (HR) COMMITTEE**  
**TERMS OF REFERENCE**

**1 Constitution**

A minimum of five members. A minimum of three non executive independent members. The Committee should also include one member with a background in HR. The Head of HR and Development of HR should attend or his/her Deputy, but will not have voting rights. The Principal should be in attendance.

**1.1 Quorum:** Three members of the Committee shall constitute a quorum.

**1.2 Chair:** The Committee shall elect a Chair from among its members.

**2 Terms of Reference**

**2.1** To monitor that the College is operating within all legal requirements relating to employment law and other legislation affecting employment;

**2.2** To advise the Regional Board on the HR strategy and to monitor the implementation of this and actual performance against KPIs;

**2.3** To make recommendations to the Regional Board on HR and staffing matters;

**2.4** To advise on pay, conditions of employment and pension arrangements and that these are properly determined and monitored;

**2.5** To advise on appropriate arrangements for effective dialogue with trade unions;

**2.6** To advise on policies for appointments, promotion, staff development and appraisal.

**3 Meetings**

The Committee shall meet 2 times yearly and more frequently as necessary.

**4 Reporting**

All Members of the Regional Board shall receive a copy of the Minutes of each meeting. The Chair of the Committee shall make an oral and/or written report to the Regional Board following the meeting.