

West College Scotland

Board of Management

Organisational Development and HR Committee

Statement of Purpose

The Board provides the principal governance mechanism through which activities are managed in accordance with legislation and regulations, as well as ensuring that systems are in place to provide efficiency, effectiveness and economy. However, the Board has delegated some of its responsibilities to certain committees.

The main purpose of the Organisational Development and HR Committee is to develop strategy and policy in all matters relating to the recruitment, reward, recognition, retention, motivation and development of the college's employees, taking account of accepted good practice and to ensure that the Organisational Development and HR strategy of the College is clearly derived from the College's Annual Regional Outcome Agreement.

1. Remit

- a) To agree an Organisational Development and HR Strategy for the College, for approval by the Board and to review progress against key milestones;
- b) To ensure that the College complies with all aspects of employment and health and safety legislation;
- c) To monitor effective and efficient use of the College's Human Resources;
- d) To ensure that the College operates effective policies, procedures, systems and administrative controls, including:
 - recruitment and selection
 - equality and diversity
 - continuous professional development
 - employee relations
 - health and safety
 - employee communications
 - payroll
 - Freedom of Information and Data Protection
- e) To agree College Senior Management's collective bargaining remit for discussions with senior staff outwith Recognition and Procedure agreements (with the exception of those covered under the remit of the Remuneration Committee) and in liaison with the Finance and General Purposes Committee;
- f) To consider the scope and terms of any voluntary severance scheme to be introduced and to make any recommendations to the Board accordingly; to receive regular monitoring

reports from the group established by the Board to manage the voluntary severance scheme for College staff (apart from those falling under the responsibility of the Remuneration Committee): these reports to provide information on the numbers applying, the number of cases approved, the total costs involved and the potential savings to be achieved; to report on a regular basis to the Board on the implementation of the voluntary severance scheme.

The Committee will also report to the Board on any cases that are approved outwith the voluntary severance scheme (e.g. settlement agreements).

- g) To receive regular reports on staff development and training activities;
- h) To manage the annual self-evaluation activities of the Board of Management and its standing committees;
- i) To consider risk relating to the matters that fall within the Committee's remit and to agree what mitigating factors/actions are in place and what further action, if any, needs to be taken to address such matters of risk.

2. Membership

The Principal and three non-executive members of the Board of Management, one of whom will Chair.

Attending:

Director of Organisational Development and HR

The Committee is empowered to invite other members of the Executive and/or Senior Management team to attend meetings of the Committee. It may also invite other members of staff, as appropriate and following consultation with the Principal and/or the Director of Organisational Development and HR, to attend meetings to provide information to the Committee on their areas of expertise.

The Committee is empowered to co-opt additional members, subject to approval by the Nominations Committee.

Other Board members can attend the meetings, with the approval of the Chair of the Organisational Development and HR Committee.

Committee members will be appointed to serve for up to four years, or for the period of their term of office.

The Chair of the Board of Management will be an ex-officio member of the Committee.

3. Quorum

A quorum will be two Members of the Board of Management

4. Frequency of Meetings

The Committee will meet at least three times per year.

5. Secretariat

Secretary to the Board of Management.

Papers for the meeting will be sent out 7 days in advance of the meeting

The Committee will report to the Board of Management and the minutes of its meetings will be circulated to the Board for information.

6. Review

This remit will be subject to review annually.

Approved by the Board 9 October 2017