

BOARD OF GOVERNORS

Remit of Health and Safety and Human Resources Committee

1.0 Composition

The Health and Safety and Human Resources Committee will have a minimum of four members of the Board, one of whom shall be the Principal.

For a meeting to be quorate, at least three members must be present.

The Committee should have a range of skills and experience and at least one member should have a background in health and safety, organisational development or human resources.

Members of staff may be invited to attend all or part of a meeting where items of relevance are on the agenda, with the prior agreement of the Committee Chair and the Principal. The Chair of the Board may be invited to attend meetings of the Committee.

The Committee should normally meet three times per year.

2.0 Overall Purpose

The purpose of the Health and Safety and Human Resources Committee is to assure the Board of Governors that Fife College has in place appropriate policies and procedures to promote and safeguard the health, safety and wellbeing of staff, students and all stakeholders and satisfies current legislation. With regard to organisational development and human resources, it is to assure the Board of Governors that Fife College meets its ethical and legal obligations to staff and has appropriate strategies, policies and procedures in place to promote a positive and inclusive culture.

3.0 Remit and Duties

3.1 Health, Safety and Wellbeing

- Ensure the overall health and safety policy of Fife College is reviewed and approve any changes to it at least annually
- Receive reports that detail the approach to health, safety and wellbeing in the College and provide reassurance to the Board of Governors that the College meets its legal obligations
- Ensure that action is taken to promote the health, safety and wellbeing of staff, students and others within the College



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- Consider any reports from external enforcing authorities under health and safety legislation or other bodies and ensure that issues where weakness is identified are addressed fully by the College
- Receive regular reports and monitor trend information relating to incidents (such as accidents, ill health and near misses) and ensure that the College is taking appropriate action.

3.2 Organisational Development and Human Resources

- Contribute to, approve and monitor progress towards the organisational development and human resources strategies to ensure sustainability and fit with the overall strategy of the College
- Ensure effective arrangements are in place relating to talent management, succession planning, workforce planning and staff welfare issues, taking into account available budgets
- Receive statistical reports HR metrics and equalities monitoring and ensure that any key findings are addressed by the College
- Ratify or endorse employment policies and procedures ensuring that these meet legislative requirements
- Receive reports on Career Long Professional Learning (CLPL) opportunities available to staff, the take up of these and the impact on the College
- Ensure the College maintains positive dialogue with recognised trade unions and staff
- Ensure that statutory, contractual and other duties placed on the College through the national bargaining process are met

3.3 Other Matters

- Receive and review reports related to the work of the Committee prepared by external bodies

3.4 Reports from the Committee

- Report to each Board meeting relevant matters discussed within the Committee
- Report to the relevant Committee of the Board matters that impact on their remit