



DOHA COLLEGE
BOARD OF GOVERNORS
COMMITTEE TERMS OF REFERENCE – DRAFT
HUMAN RESOURCES

1.0 NAME

The name of the Committee is the **Human Resources Committee**.

2.0 PURPOSE

The purpose of the HR Committee is to oversee the efficient and effective management of Human Resources at Doha College whilst working in partnership with the Leadership Group to enhance the delivery of education. It will recommend to the Board for approval human resources and organisation development strategies that ensure appropriate staffing levels, competitive reward and compensation programmes and equitable employment policies to attract, retain and motivate management, teaching and administrative staff.

3.0 COMPOSITION OF THE COMMITTEE

- The composition of the HR Committee shall be governed by the general requirements for committees set out in the Doha College Constitution 2007 – Constitution of Committees.
- The HR Committee shall include not fewer than three Governors of the Board of Doha College. A quorum shall consist of not less than half the voting members of the Committee.
- A member of the leadership team and a minimum of one staff representative will also be present on the committee as non voting members.
- The Secretary to the HR Committee shall be the Board Secretariat who shall record the proceedings of the meetings and maintain minutes of meetings and activities of the Committee.

4.0 DUTIES, RESPONSIBILITIES & SCOPE

The HR Committee shall:

- Review annually the whole college organisation including senior leadership structure.
- Monitor and evaluate policies and procedures relating to HR within the College.
- Ensure the College has in place programs and policies to attract and retain high calibre staff.

The scope of activity of the HR Committee shall include, but not be limited to:

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4.1 DISCIPLINE AND GRIEVANCE

- Recommend to the Board of Governors rules relating to the conduct of staff.
- Conduct exit interviews.
- Review policies related to disciplinary action and grievances.
- Review, monitor and implement all procedures relating to staffing as contained in the HR Manual.

4.2 EMPLOYEE RELATIONS

- Review, analyse, benchmark, develop and recommend to the Board for approval policies and procedures for managing staff.
- Consider, review and recommend policies with regard to development, appraisal and review of staff within the current legal requirements and in line with existing policy.
- Ensure adherence with current Qatar Labour Law in line with College policies and procedures.

4.3 STAFF HEALTH, SAFETY AND RISK MANAGEMENT

- Ensure that all HR policies and procedures fall within the guidelines for Health and Safety requirements within the College.
- Ensure that Health and Safety is taken into account in organisational development strategy.

4.4 LEADERSHIP TEAM

- Annually review and recommend to the Board for approval the Leadership Team's (including the Principal) compensation in line with agreed goals and objectives.
- Review and approve all recommendations in respect of staff compensation and terms and conditions of employment.
- Administer performance evaluation of the Leadership Group and monitor implementation of Board recommendations.
- Review with the Principal and the Leadership Group the strategy of the College for succession planning.
- Evaluate the performance of the Principal and the Leadership Group in line with strategies for the College.

5.0 ACCOUNTABILITY

- The Committee shall aim to meet once per month as per the established meetings schedule.
- The meetings of the Committee and its work programme shall complement the College timetable of curriculum, recruitment and budget planning.
- The Committee shall report its discussions to the Board by maintaining minutes of its meetings and providing at least an oral report at each Board meeting.
- The Committee shall review and evaluate annually the adequacy of its Terms of Reference and report thereon to the Board with recommendations for changes to the Committee's Terms of Reference if required.
- The Secretary shall report annually in September to the Committee, for onward reporting to the Board, the attendance of each member of the Committee during the previous year.