



BINGHAM TOWN COUNCIL

Human Resources Committee

Purpose of the Human Resources Committee

The Committee is tasked with establishing protocols and procedures to ensure strong working relationships within Council. In turn, this should help facilitate the delivery of Bingham Town Council's priorities, such as community projects and events.

The Human Resources Committee operates subject to the budget and expenditure limits set by Full Council.

The Terms of Reference will be kept under review.

Human Resources Terms of Reference

Level of authority from Full Council: Executive

Councillor Members:

The Committee will consist of X Councillors

(Members will include Y Conservative Group Councillors and Z non-Conservatives)

Committee Responsibilities

To oversee working relationships, staffing levels and performance and best practice by the following means:

- reviewing staffing levels
- overseeing the recruitment and appointment of staff
- providing line management to the Town Clerk, to administer leave requests, record and monitor absences and overtime and handle grievance and disciplinary matters and pay disputes
- securing relevant professional services
- reviewing and updating the staff handbook
- reviewing and updating terms and conditions of employment for employees
- confirming the risk register pertaining to staff
- carrying out performance management (including appraisals) relating to the Town Clerk

- carrying out pay reviews in relation to the Town Clerk and to consider the Town Clerk's recommendations in relation to staff
- monitoring and addressing regular or sustained staff absence
- facilitating appropriate training and/or mentoring relating to employees
- overseeing any process leading to the dismissal of staff (including redundancy)

Operational Parameters

- The first meeting date will be held after the Full Council meeting of 23 February 2021, to be agreed by the Committee members.
- The frequency and dates of the Committee to be included in the schedule of meetings
- A Chairman and a Vice-Chairman to be elected at the first meeting
- The Committee may establish sub-committees or working groups which may include individuals who are not Councillors.
- The Committee may engage with outside agencies (including inviting their representatives to attend and participate in its meetings) as it considers necessary and appropriate to obtain advice and guidance and ensure a fair, transparent and balanced approach to any issues or concerns that may be raised in the course of its activities
- The Committee will report on progress to Full Council, depending on the subject matter some reports may necessitate inclusion under Confidential Business
- The frequency and dates of Sub-Committee or Working Groups will not require public notification
- The public will have no right to attend a Sub-Committee or Working Group because of the personal nature of the Sub-Committee or Working Group's work
- Sub-Committee and Working Group meetings will follow the convention of its Committee and be convened with 3 clear days' notice to its members
- A quorum of 3 Councillors is required for Committee, Sub-Committee and Working Group meetings
- The Town Clerk will provide administrative support to the Committee and any Sub-Committee and Working Groups unless it is not appropriate to do so. In this instance external administrative support will be engaged.

Committee Limits

- The decision to recruit additional staff remains with Full Council
- The decision to confirm the appointment of a new employee will be verified by Full Council
- The decision relating to pay reviews remains with Full Council
- The decision to dismiss staff (including redundancy) remains with Full Council