



## BINGHAM TOWN COUNCIL

### Human Resources Committee

#### **Human Resources Terms of Reference**

Standing Committee of Full Council

Level of authority: Advisory

Councillor Members:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

The Committee shall have 7 members. The Chairman and Vice-Chairman are to be elected at the first meeting following the Annual Council Meeting. The committee and membership will be reviewed at the next Annual Full Council meeting

#### **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**

- Biannual meetings will be included in the schedule of meetings and additional meetings will be called as required
- 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 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 unless the work is deemed not to be confidential
- Sub-Committee meetings will 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