



## **HR Committee - Terms of Reference**

### Level of authority from Full Council

Standing Committee with Executive Authority

Delegated powers are not permitted to pass to any sub-committee of this standing committee

### Councillor Members

The Full Council will select 7 members to form the committee.

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. Vacancies on the committee will be agreed at the next Full Council meeting.

Quorum: 3 Committee Members or nominated substitutes must be present

### Frequency

Biannual scheduled meetings agreed at the Annual Full Council Meeting. Additional meetings will be called as required.

### Purpose

To oversee working relationships, staffing levels and performance and best practice.

### Delegated Powers

- Provide line management to the Town Clerk, to administer leave requests, record and monitor absences and overtime
- Managing the recruitment process including advertisements
- Seeking HR advice from the Council's appointed consultants via the Clerk
- Support the Clerk in the monitoring and addressing of regular or sustained staff absence
- Facilitating appropriate training and/or mentoring relating to employees within annual training budgets
- Ability to create a sub-committee (Standing Order 4a).

## Advisory Role and Limits to Delegated Powers

- Lead on handling grievance and disciplinary matters and pay disputes for recommendation to Full Council
- Reviewing staffing levels for recommendation to the Full Council
- Appointment of staff to be approved by or delegated by the Full Council
- Securing relevant professional services and review of HR services for recommendation to the Full Council
- Reviewing and updating the staff handbook for recommendation to the Full Council
- Reviewing and updating terms and conditions of employment for employees for recommendation to the Full Council
- Confirming the risk register pertaining to staff for recommendation to the Finance, Policy and Resources Committee
- Carrying out performance management (including appraisals) relating to the Town Clerk working with the policies and procedures of the Council
- Carrying out pay reviews in relation to the Town Clerk and to consider the Town Clerk's recommendations in relation to staff for recommendation to the Full Council
- Overseeing any process leading to the dismissal of staff (including redundancy) for approval by the Full Council
- Engagement 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