

HUMAN RESOURCES COMMITTEE

TERMS OF REFERENCE

Purpose:	To oversee employment and staff related matters and to ensure that the Council as an employer meets its statutory obligations.
Membership:	6 Members of the Council
N.B.	Members cannot sit on both the Human Resources and the Appeals Committee
Quorum:	3 Members
Meetings:	As and when required
Minutes:	The minutes of the Committee are to be presented to the next ordinary meeting of the Council for consideration and approval.

The remit of this Committee is:

1. To act as a Hearing Committee as part of the Attendance Management Policy and Procedure.
2. To monitor the effectiveness of the staffing structure on an ongoing basis and make recommendations to Council on any variations as may be required.
3. To approve the payment of any honoraria and/or acting-up arrangements.
4. To consider any redundancy and/or redeployment issues as may be required.
5. Grievance and Disciplinary policies to be administered by the Town Clerk. Committee in the case of the Town Clerk.
6. Employee Development, Review and assessment at end of Probationary Period to be administered by the Town Clerk for all staff. Committee in the case of the Town Clerk for Town Clerk.
7. Administration of other Human Resources issues to be administered by the Town Clerk. Committee in the case of the Town Clerk.
8. Issue of Contracts of Employment to be administered by the Town Clerk. Committee in the case of the Town Clerk.

Appointments

9. To undertake the process of appointing a Town Clerk, including advertising, shortlisting and interviewing, and making a recommendation to the Council.
10. To undertake, with the Town Clerk, the appointment of senior members of staff, namely the Civic Hall Manager and Direct Works Manager.

Policies and Procedures

11. To approve, review and monitor all staff related policies (policies listed below).

Performance

12. To consider a programme for training and development for all staff.

Policies and Procedures within the remit of this committee

1. Annual Leave
2. Attendance Management and Procedure
3. Bereavement Leave
4. Employees Code of Conduct
5. Disciplinary
6. Dignity
7. Equality and Diversity
8. Grievance
9. Lone Working
10. Parental Leave
11. Young Carers Policy

Operational Parameters

The first meeting date to be agreed by the Committee members.

A Chair and if required a Deputy Chair to be elected at the first meeting.

Each member shall have a single vote, apart from the chairperson who will have, in addition, a casting vote.

The Committee will report on progress to Full Council, depending on the subject matter some reports may necessitate inclusion under Confidential Business.

The Town Clerk will provide administrative support to the Committee.

The decision relating to pay reviews remains with Full Council.