

## **HUMAN RESOURCES COMMITTEE**

### **TERMS OF REFERENCE**

- Purpose:** To oversee all employment and staff related matters, with a view to ensuring that the Council has a suitably qualified, skilled and experienced workforce which is content and committed, 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 Committee and the Disciplinary and Grievance 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.

The remit of this Committee is to:

#### **Staffing Structure**

1. To recommend to Council an overall staffing structure, including pay and conditions, which is adequate in terms of the services provided by the Council and the qualifications, skills and experience required.
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 job descriptions and person specifications for all posts, and to amend such job descriptions in response to any changes in the staffing structure.
4. To approve the payment of any honoraria and/or acting-up arrangements in accordance with the Council's policy.
5. To consider a report from the Town Clerk on all vacancies, which addresses whether the post needs to be filled.
6. To consider any redundancy and/or redeployment issues as may be required.

#### **Appointments**

7. To undertake the process of appointing a Town Clerk, including advertising, shortlisting and interviewing, and making a recommendation to the Council.
8. To undertake, with the Town Clerk, the appointment of senior members of staff, namely the Finance and Administration Manager and Works Manager.
9. To agree a model Contract of Employment for all staff.

## **Policies and Procedures**

10. To approve, review and monitor all staff related policies. (See list below).
11. To review the officer code of conduct, recommend to Council any changes and monitor its implementation.

## **Performance**

12. To agree a staff appraisal scheme for all staff.
13. To undertake staff appraisal, with appropriate external support as required, in respect of the Town Clerk.
14. To ensure that staff appraisals are carried out by the appropriate manager for all other staff.
15. To consider a programme for training and development for all staff.
16. To consider reports of sickness absence, and address issues of long term sick or multiple absences.

## **Policies and Procedures within the remit of this committee**

1. Adoption Leave
2. Alcohol and Drugs
3. Annual Leave
4. Asbestos
5. Bereavement Leave
6. Bullying and Harassment
7. Capability
8. Corporate Health and Safety
9. COSHH
10. Countersigning
11. Disciplinary
12. Dismissal Policy, Procedure & Toolkit
13. Equality and Diversity
14. Expenses
15. Fire Safety
16. Flexible Working and Time Off
17. Flexitime, Time Off and Toil
18. Grievance
19. Legionella Policy & Practices
20. Lone Working
21. Maternity Leave
22. Officer Pay
23. Paternity Leave
24. Portable Ladder Policy
25. Recruitment
26. Regrading
27. Retirement and Pension

28. Sickness Absence
29. Stress
30. Training