

HR COMMITTEE TERMS OF REFERENCE

Purpose

The purpose of the HR Committee is to oversee the organisation, employment, management and terms and conditions of employment of the Council and to make appropriate recommendations to the Council for ratification.

Membership

The Committee shall comprise up to five Councillors. The Committee quorum is three and the Committee shall meet as required.

Functions

The committee will be responsible in conjunction with the clerk (with the assistance of other professional advisors if required) for: -

- developing HR strategy
- developing and reviewing of HR policies and procedures
- staffing levels and structure
- job descriptions/person specifications
- overseeing staff recruitment, selection and appointment
- staff vetting
- staff retention
- determining or reviewing staff conditions of service and general terms of employment
- salary grading and pay including annual staff review and other remuneration matters
- leave entitlements including annual holiday, sickness, statutory entitlements and special leave
- special conditions relating to a specific post or individual
- allowances, expenses and subsistence
- working hours
- pension arrangements
- sickness absence management
- trade union membership recognition
- staff performance review/appraisals
- operation of the Council disciplinary, grievance, capability, grading and appeal procedures and equal opportunities policy
- health, safety and welfare of staff
- any other matters delegated to the Committee or deemed relevant to these terms of reference.

Specific Sub-committees or Panels

Smaller and specifically focussed Sub-committees should be set up to deal with confidential personnel matters such as capability, discipline or grievances as provided for in the relevant Council procedures.

A Recruitment and Selection Panel should be set up to appoint members of staff including the Clerk and the Litter Picker, comprising of the interview panel (of perhaps three Councillors and a professional adviser if required) who are involved throughout the recruitment and then the selection process.

These Terms of Reference were approved at Full Council on: **25th May 2021**