



HUMAN RESOURCES COMMITTEE

TERMS OF REFERENCE

Purpose of the Committee

- 1.** The Human Resources Committee is established to make decisions about all staffing matters, subject to budget and expenditure limits decided by the Finance Committee.
- 2.** The Committee will consist of five members appointed by the Full Council. The Mayor will be an additional ex-officio member, without voting rights. The Committee will meet only when required, with meeting times arranged by the Town Clerk to suit members' availability.
- 3.** The Committee may appoint sub-committees whose terms of reference and members shall be determined by the Committee. Members of sub-committees may include non-councillors.
- 4.** The Committee has delegated authority from the Council to fulfil the following responsibilities (including spending within its approved budget):
 - a.** Establish and review the staffing structure and make recommendations on staffing related expenditure to the Finance Committee.
 - b.** Monitor, review, revise and implement all policies for council staff.
 - c.** Establish and review salary pay scales for all council staff.
 - d.** Oversee the recruitment and appointment of staff.
 - e.** Approve the standard structure and content of staff employment contracts.
 - f.** Establish and review performance management (including annual appraisals) and training programmes for all council staff.
 - g.** Oversee any process leading to dismissal of staff (including redundancy).
 - h.** Review staff working conditions and health and safety matters.
 - i.** Monitor and address regular or sustained staff absence.
 - j.** Consider any appeal against a decision in respect of pay.
 - k.** Consider a grievance or disciplinary matter (and any appeal).
 - l.** Supervise and manage the Town Clerk, including administer his leave requests, record and monitor his absences and handle grievance and disciplinary matters and pay disputes.

5. Any proposed unbudgeted expenditure will require the approval of the Finance Committee.