



HR COMMITTEE

TOWN COUNCIL MEETING

REPORT 14/23

13 MARCH 2023

The purpose of this Report is to provide the basis for the Town Council to agree proposals for the implementation of its decision in Minute 19/23 of its meeting of 13 February 2023

NO. DETAILS

1) BACKGROUND

In a confidential item discussion of staffing matters at its meeting of 13 February 2023 the Town Council resolved in Minute 19/23 to:

- i. rename the Town Council's Staffing Committee as its HR Committee;
 - ii. elect a new Chairperson and a minimum of four additional members;
 - iii. the Committee shall meet monthly until such time as all inadequate and missing Policies and Procedures are established;
 - iv. once all Policies and Procedures are in place, the Committee shall decide on meeting frequency.
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2) PROPOSALS

- a) Following a discussion of the HR Committee at an informal meeting of Members on 6 March draft Terms of Reference for it were produced that are attached to this Report.
 - b) As the lead Officer of the Staff Team the development is welcome in implementing some of the recommendations in a recent Report by an External Advisor.
 - c) There are, however, two aspects of the draft that need further consideration by the formal Town Council:
 - o As the changes in the Terms of Reference for the Committee include significant changes (the Staffing Committee's Terms of Reference are also attached for comparison) in the relationship between Members and Officers it would be good practice for them to be subject to consultation with the Clerk and senior staff prior to their adoption.
 - o The draft commits to a potential expenditure of £12,000 in 2023/24 with no Budget provision for it.
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3) RECOMMENDATION

The Town Council is recommended to consider the draft Terms of Reference and their implementation.

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VENTNOR TOWN COUNCIL

STAFFING COMMITTEE

TERMS OF REFERENCE

GENERAL

- a) The Town Council will appoint the Committee and determine its composition, quorum, role and functions.
- b) The Terms of Reference should be read in conjunction with the Town Council's adopted Standing Orders and Financial Regulations.
- c) The Committee is empowered to consult, insofar as it might be necessary, any other committee of the Council or any other Council, outside body or person.

COMPOSITION

- a) The Committee will comprise three or more members.
- b) The Committee's Chair will be appointed annually by the Town Council
- c) The quorum of the Committee will be three members.

ROLE AND FUNCTIONS

The Committee will have the following role and functions:

- a) In respect of the Proper Officer & Responsible Finance Office, to:
 - i) recommend to the Town Council appropriate staffing arrangements and relevant salary scales and terms and conditions for the related posts;
 - ii) provide the Town Council with related Job Descriptions and Person Specifications;
 - iii) propose to the Town Council such recruitment and selection processes as are required for appointments to them.
- b) In respect of administrative and project staff, to:
 - i) determine terms and conditions for posts established by the Town Council;
 - ii) agree and implement appropriate recruitment and selection processes for each post;
 - iii) formally confirm appointments.
- c) To hold delegated powers to deal with all personnel, employment and recruitment issues, with reports and recommendations made to the Town Council as necessary, including responsibility for appointing investigators, hearing and appeals sub-committees within the Council's Discipline and Grievance procedures.
- d) To ensure that the Council complies with the requirements of employment law and follows good practice in providing good working conditions for staff.
- e) To consult with the Town Clerk in connection with all staffing related matters.

HR COMMITTEE - TERMS OF REFERENCE

*GENERAL

The Committee is a Standing Committee governed by the Standing Orders and by regulations. The Town Council will appoint the Committee and determine its composition, quorum, role and functions.

The Terms of Reference should be read in conjunction with the Town Council's adopted Standing Orders and Financial Regulations.

COMPOSITION

- a) The Committee will comprise between five and seven councillors.
- b) The Committee's Chair and Vice-Chair will be appointed annually by the Town Council.
- c) The quorum of the Committee will be four members.

AUTHORITY

The Committee:

- a) may expend up to £1,000 per meeting if required to fulfil its terms of reference;
- b) may make recommendations to the Council;
- c) may establish subcommittees and/or working groups that report to the Committee;
- d) is empowered to consult, insofar as it might consider necessary or desirable, any other committee of the Council or with any other Council or outside body or person.

ROLE AND FUNCTIONS

The Committee will meet as and when requirements dictate and at least five times each council year, and have the following role and functions:

- a) to establish and review at regular intervals the staffing structure to best meet the Town Council's responsibilities & workload;
- b) to review the job descriptions, person specifications, contracts, salary scales and associated terms and conditions for staff and to receive any representations from staff members or their union representative regarding these, determining pay and conditions for administrative and project staff, and recommending to the Council for decision those for the Proper Officer & Responsible Finance Officer;
- c) to agree and implement appropriate recruitment and selection processes and to confirm appointments, but with those for the Proper Officer & Responsible Finance Officer recommended to and formally confirmed by the Council;

- d) to review staff working conditions including wellbeing, health and safety at work, ensuring that the Council complies with the requirements of employment law and follows best practice;
- e) to oversee the exercise of the Clerk's delegated powers to manage, within the agreed council policy and budget, staff attendance, short-term absences, return to work interviews, risk assessments, applications for leave, inductions, and to monitor and address any regular or sustained staff absence;
- f) to review performance management (annual appraisals) and staff training programmes with the Clerk, and to approve requests for training for personal development or health and safety from staff that are within the Council's budget and/or the Committee's discretion to spend;
- g) to supervise and performance manage the work of the Town Clerk, to administer leave requests and record and monitor absences, deal with training requests, and oversee together with the Mayor the Clerk's performance appraisal and objectives at least annually;
- h) To draft, review, monitor and revise policies for all staff, with those applying also to councillors recommended to the Town Council for decision;
- i) To hold delegated powers to deal with all personnel, employment and recruitment issues, with oversight of any process leading to staff redundancy or dismissal, and responsibility for the Council's Discipline and Grievance procedures including appointing investigators, hearing and appeals sub-committees, or a trained mediator if required for mediation, conciliation or arbitration;
- j) to be the initial point of contact for the Clerk and councillors to raise any concerns relating to staffing levels, performance, pay and contracts;
- k) To consult with and be consulted by the Clerk in connection with all staffing related matters;
- l) To undertake training of its own members and/or seek professional external advice as necessary to support its role as the Council's HR Committee;
- m) To make representations and/or recommendations to the Council concerning member training and relating to Standing Orders or other non-HR policy matters that arise from the its deliberations, and to decide any specific such matters that are delegated to it by the Town Council from time to time.