



# HR COMMITTEE TERMS OF REFERENCE

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TOWN COUNCIL MEETING

REPORT 22/23

17 APRIL 2023

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The purpose of this Report is to ask Members to invite Members to agree new Terms of Reference for its HR Committee.

## NO. DETAILS

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### 1) BACKGROUND

- a) By Minute 19/23 of its meeting of 13 February 2023 the Town Council agreed to rebrand its Staffing Committee as its HR Committee.
  - b) Minute 23/23 of the Town Council meeting of 13 March asked its now HR Committee to propose new Terms of Reference to this meeting
  - c) Following two meetings between the HR Committee's Chair, Councillor Steve Cooper and the senior staff team an agreed draft for the new Terms of Reference is attached to this Report.
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### 2) RECOMMENDATION

The Town Council is recommended to agree the new Terms of Reference for its HR Committee as attached to Report 24/23 for this meeting.

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## **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 five councillors.
- b) The Committee's 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, (usually in January, March, June, September and December) and have the following role and functions:

a) to review at regular intervals the staffing structure with the Town Clerk to best meet the Town Council's responsibilities and workload;

b) to review as necessary the job descriptions and person specifications with the Town Clerk.

c) to review as necessary with the Town Clerk contracts, salary scales and associated terms and conditions for staff and to receive any representations from staff members or their union representative (ALCC, Unison, GMB or Unite) regarding these, determining pay and conditions for administrative and or project staff, and recommending to the Council for decision those for the Town Clerk & Responsible Finance Officer;

- d) 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;
- e) to review staff working conditions with the Town Clerk; including wellbeing, health and safety at work, ensuring that the Council complies with the requirements of employment law and follows best practice;
- f) to monitor and review if required the exercise of the Clerk's delegated powers to manage staff;
- g) to monitor and review, if required, annual appraisals and staff training programmes with the Town Clerk, and requests for training for personal development or health and safety from staff;
- h) to support and oversee together with the Mayor and Chairperson of the HR Committee the Clerk's appraisal aims and objectives agreed annually;
- i) to draft, review, monitor and revise policies for all staff with the Town Clerk, with those applying also to councillors recommended to the Town Council for decision;
- j) 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;
- k) to be the initial point of contact for the Town Clerk and councillors to raise any concerns relating to staffing levels, pay and contracts;
- l) to consult with and be consulted by the Clerk in connection with all staffing related matters;
- m) 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;
- n) 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.
- o) to hold annually (December) a review with the Town Clerk, all policies parameters pertaining to staff and elected members, health and safety incidents (recorded accidents within the year) and training needs for the forth coming year ahead within expected budget forecasts.
- p) to monitor the leave arrangements of the Town Clerk. The sitting Mayor or HR Chairperson to authorise the Town Clerk's leave arrangements in a timely fashion.