

THE HR (HUMAN RESOURCES) COMMITTEE

Terms of Reference (v5)

1 Sustainability

- 1.1 All committee decisions should consider the environmental impact of any recommended decision made by the Council

2 Advisory Powers

- 2.1 To advise on the staffing levels necessary to enable the Council to work efficiently in the discharge of its duties;
- 2.2 To review job descriptions on a regular basis to ensure that they are compatible with the efficient running of the Council;
- 2.3 To recommend to Council the grading, remuneration and terms and conditions of employment for all Council employees, including contracts of employment;
- 2.4 To manage the appointment process of the Beadle and Macebearers;
- 2.5 To make recommendation to Council on the appointment or dismissal of the Beadle and Macebearers;
- 2.6 From 2020, to make recommendation to Council on the appointment of the Council's Chaplain (formerly the Mayor's Chaplain), taking into account the personal preferences of the Mayor Elect;
- 2.7 To oversee leave entitlements, including annual holidays, sickness and sickness management, statutory entitlements, special leave and TOIL (time off in lieu), including advising the Mayor on the Town Clerk's holiday entitlement;
- 2.8 To make recommendations on staffing related expenditure to the Finance Committee;

- 2.9 To review performance management, and ensure that it is well established by means of staff appraisals carried out on an annual basis;
- 2.10 To manage the appointment process or dismissal of the Town Clerk and where appropriate, the Deputy Town Clerk;
- 2.11 To oversee any process leading up to the possible dismissal of staff, including redundancy;
- 2.12 To ensure that all grievance and disciplinary procedures are dealt with in line with the Council's procedures;
- 2.13 To ensure, in conjunction with the Town Clerk, that the Council's health, safety, welfare and equal opportunities policies are adequate and their compliance is satisfactory;
- 2.14 To review its Terms of Reference, at least annually.

3 Delegated Powers

- 3.1 The nomination, when appropriate, of members of the Council to outside bodies where there is insufficient time or opportunity to refer to Council.

4 Powers Delegated to the Town Clerk after consultation with the Chairman or Vice Chairman in the Chairman's absence

- 4.1 The approval of expenditure between £3,501 and £5,000 relating to any matter within the Committee's responsibilities.

5 Powers Delegated to the Town Clerk, Deputy Town Clerk and Officers

- 5.1 Approval, by the Town Clerk or Deputy Town Clerk, of expenditure of £3,500 or less relating to any matter within the Committee's responsibilities;
- 5.2 After a probationary period of at least six months, and subject to a further extension at the discretion of the Town

Clerk, the approval by the Finance & Facilities Officer of expenditure of £500.00 or less relating to any matter within the Committee's responsibilities;

- 5.3 The Town Clerk will appoint staff to posts previously approved by the Committee;
- 5.4 The Town Clerk will oversee the management of all staff including matters of terms and conditions delegated by the Committee.

6 Membership

- 6.1 Council shall determine membership of the Committee from time to time;
- 6.2 Membership of the Committee shall comprise no more than and no less than seven members, and specifically excludes the Mayor incumbent from serving on this Committee.

7 Quorum

- 7.1 The Committee shall be quorate when four voting members are present;
- 7.2 If less than four voting members are present, the meeting shall stand adjourned unless, at the discretion of the Chairman, it be considered that the meeting should continue for information purposes only. No business will be transacted or vote taken.

8 Committee Chairman

- 8.1 The Committee will elect a Chairman and Vice Chairman from their number in accordance with the procedure as specified in Council's Standing Orders;
- 8.2 If the Chairman is not present, the Vice Chairman will take the meeting. If neither is present, members will elect a Chairman for the meeting from amongst their number.

9 Clerking Arrangements

9.1 The Town Clerk will ensure that appropriate clerking arrangements are in hand for the Committee.

9.2 The Committee shall keep accurate Minutes of its transactions and shall cause the Minutes to be recorded in books kept for that purpose by Council.

10 Frequency and Timing of Meetings

10.1 The Committee shall meet not less than three times a year. Meetings shall normally be held at 6:30pm on a Tuesday in the Town Hall.

11 Standing Orders

11.1 The Standing Orders of Council will apply to the running of the Committee as appropriate.

Town Clerk

1.1 Approved and adopted by Council 28.4.20