



SANDOWN TOWN COUNCIL

Human Resources Committee

Terms of Reference

APPROVAL DATE: 15 May 2023
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1. PURPOSE

- 1.1. The purpose of the committee is to facilitate the discharge of the councils' responsibilities as an employer and make recommendations on such matters to council.

2. MEMBERSHIP

- 2.1. The committee shall comprise of 3 councillors including the Mayor who shall Chair the committee.
- 2.2. A substitute member of the committee may be appointed by the Mayor should it be required.

3. QUORUM

- 3.1. The quorum of the committee is three.

4. MEETINGS

- 4.1. Meetings will take place as required but at least once annually to review staff conditions and pay scales.

5. COMMITTEE SERVICES

- 5.1. The committee will be serviced by the Clerk or their Deputy. A locum clerk may be engaged if neither the clerk or their deputy can service the meeting.

6. VOTING

- 6.1. Each member shall have a single vote, apart from the chairperson who will have, in addition, a casting vote.
- 6.2. A named vote will be requested if so requested by any member of the committee.

7. ROLES AND RESPONSIBILITIES – STAFFING MATTERS - GENERAL

- 7.1. To establish the staffing structure and keep under review.
- 7.2. To implement, monitor and review policies for staff.
- 7.3. To establish and review salary pay scales for all staff annually.
- 7.4. To oversee the recruitment process of staff:
 - 7.4.1. The appointment of the Town Clerk will be on a recommendation of the Committee to be presented to full Town Council for approval.
 - 7.4.2. Other Staff will be interviewed and appointed by the Clerk with the Mayor or one other member of the Human Resources Committee.
- 7.5. To arrange execution of new employment contracts and changes to contracts.
- 7.6. To keep under review staff working conditions and health and safety, particularly in relation to changes to employment and health and safety legislation.
- 7.7. To consider any health and safety or staff wellbeing matters brought to the committee's attention.
- 7.8. To establish and review performance management including appraisals:
 - 7.8.1. The Town Clerks will be undertaken by the Mayor or Deputy Mayor and reported to the Human Resources Committee.

- 7.8.2. Staff appraisals will be undertaken by Town Clerk and reported to Human Resources Committee.
- 7.8.3. The Mayor may draw upon the support of another councillor or an independent advisor, with the relevant skills, in all matters relating to the clerk.
- 7.9. Overtime/TOIL/ Leave requests.
 - 7.9.1. Town Clerk overtime, TOIL and leave requests will authorised by the Mayor or their Deputy.
 - 7.9.2. Staff overtime, TOIL and leave requests authorised by the Town Clerk.
- 8. ROLES AND RESPONSIBILITIES – STAFFING MATTERS – GRIEVANCE, DISCIPLINARY AND DISMISSAL.**
 - 8.1. To consider any grievance or disciplinary matters.
 - 8.2. Where appropriate refer the outcome of any grievance/disciplinary matter, together with recommendations to Full Council.
 - 8.3. Following a decision by Full Council, to oversee any process leading to disciplining or dismissal of staff (including redundancy).
 - 8.4. To apply any decisions/correspondence in respect of an upheld grievance.
- 9. KEY DATES.**

January	Appraisals undertaken
November	Review of Staff Structure, Working Conditions, Health and Safety Policies, and pay scales for Budget Consideration.