



SANDOWN TOWN COUNCIL

# Human Resources Committee

## Terms of Reference

APPROVAL DATE:  
REVIEW DATE: May-27  
MINUTE NUMBER:

## Contents

1. PURPOSE .....	3
2. MEMBERSHIP .....	3
3. QUORUM .....	3
4. MEETINGS.....	3
5. COMMITTEE SERVICES.....	3
6. VOTING.....	3
7. ROLES AND RESPONSIBILITIES – STAFFING MATTERS - GENERAL .....	3
8. ROLES AND RESPONSIBILITIES – STAFFING MATTERS – GRIEVANCE, DISCIPLINARY AND DISMISSAL .....	4
9. KEY DATES. ....	4

DRAFT

## **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.