

## Human Resources Committee: Terms of Reference

<b>Authority reference:</b>	<b>Minutes: 22/85 Full Council 11<sup>th</sup> July 2022</b>
<b>No. of members of Committee:</b>	<b>7</b>
<b>Quorum:</b>	<b>1/3<sup>rd</sup> and no less than 3</b>
<b>Reporting to:</b>	<b>Full Council</b>
<b>Frequency of meetings:</b>	<b>Three times a year at 7.00 pm</b>
<b>Members:</b>	<b>Chairmen of Committees, Chairman and Deputy Chairman</b>

The Human Resources Committee will comprise of the Chairs or vice chairs of the major committees of Honiton Town Council. The main committees of the council are defined as Finance & Policy Committee, Strategy Committee, Town Management Committee, Planning Committee and Green & Open Spaces Committee. In addition, the Council's Chairman and Deputy Chairman will be on the HR Committee. The Committee may also recommend to Full Council (for its decision) that non-Councillors be members (subject to not deciding on financial matters).

The Committee will meet twice a year, and as and when necessary and be included in the Council Calendar of meetings decided at Annual Council.

**CONFIDENTIALITY: All members must preserve confidentiality of all individual staffing matters pertaining to the business of the Committee.**

1. The Committee will elect a Chairman and may elect a Vice Chairman.
2. The Committee will prepare an Agenda for meetings and those will be published with 3 clear days' Notice. Minutes will be prepared and publicly available.
3. Each meeting of the Committee will report back to the next meeting of Full Council via presentation of Minutes for Noting and make any recommendations to be decided by Full Council regarding the Council's strategy.
4. The Committee will have budgetary responsibility for those budget headings which are allocated to the Committee.
5. The Committee will make recommendations to Full Council regarding policy and strategic matters relating to all of the above.
6. The Committee will have **delegated powers, to act on behalf of the Council**, to deal with all personnel, employment, and recruitment issues, **except financial matters in excess in budget**, which must be referred to Full Council for Approval.
7. To advise Council on issues of staff pay and conditions.
8. To consider and recommend harmonisation of the terms and conditions of service and pension provision of employees.
9. To annually review and appraise the performance of employees and to recommend adjustment of salary levels to Full Council.
10. HR Committee to provide line-manager function for Clerk, including responsibility for day to day matters, such as authorisation of Clerk holiday, sick leave and absence from work.
11. To ensure the Council complies with all legislative requirements relating to the employment of staff.
12. To deal with any staff disciplinary matter in accordance with the Council's Disciplinary Procedure.
13. To deal with any staff grievance in accordance with the Council's Grievance Procedure.
14. To periodically review all employment policies and procedures, including the Grievance and Disciplinary Procedures, and the Equality Statement, Fairness and Dignity at Work Policy.

15. To oversee the appointment and recruitment process of Council employees. To ensure employees are appointed in accordance with the Council's Recruitment Procedure, Equal Opportunities Statement and Guidelines on Employment Practice.
16. To recommend the appointment or termination of contract for the Clerk to Full Council.
17. The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work and which report to it and within its delegated authority, Committee can make decisions
18. The Committee will receive and consider all reports and recommendations from every sub-committee and working group it appoints.
19. The Committee will exercise those delegated powers and duties as the Council directs relating to the Committee's functions as set out above.

*Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, age and any disability), Crime & Disorder, Health & Safety and Human Rights. Members are also reminded of their obligations to declare their interest under the Code of Conduct as defined by regulations made under Section 30 (3) of the Localism Act 2011 and consideration of requests for Grants of Dispensation in respect of Disclosable Pecuniary interests.*

*Meetings of Honiton Town Council are to be conducted in accordance with the approved Standing Orders of Honiton Town Council (dated 31 August 2021).*

*A council can arrange to have any of its functions, with some exceptions, exercised by a committee, which can in turn, arrange to have them exercised by a sub-committee (Local Government Act 1972 s101 and s102). Working Groups may be established as informal, no-decision making meetings of the Council and all members must adhere to the Council's Code of Conduct. Officers are not expected to attend, prepare Agenda or Minute working groups. The Terms of Reference and Membership are to be approved by Council. Terms of Reference and Membership of Committees is approved at Annual Council meetings.*