



TERMS OF REFERENCE and DELEGATION: HUMAN RESOURCES COMMITTEE

Adopted by Council 23rd July 2018

Minimum of 6 Members of Council (consisting of Mayor, Deputy Mayor, chairmen of Leisure Services Committee, Community Services Committee, Development and Planning Committee and the immediate past Mayor. By convention, Chairman is either the Mayor or Deputy Mayor)

Quorum = 3

Function of the Council Column 1	Delegation of Function Column 2
1. All delegated functions as set out in the Terms of Reference and Delegation of Council	Committee,
2 To recommend to Council the overall Staffing structure and approval of additional posts.	None-Final approval remains with Council
3 To agree the pay and conditions of staff	- Town Council Manager reserved for Council - All other staff to Committee including payment of honoraria providing within agreed budget.
4 Approval of personnel policies & Employee Handbook	Committee, including discretionary provisions of National Joint Agreement if appropriate.
5 Management and Appointment of Staff (Local Government Act 1972 s112-119)	- Recommend appointment of new <u>Town Council Manager</u> to be endorsed by Council Selection of long list by Town Council Manager with personnel assistance if appropriate Selection of final short list-Chairman & V Chairman + Mayor & Deputy Mayor Final Interview-Committee - Appointment of other managerial staff to Town Council Manager in consultation with 2 members of Committee. - Appointment of other Staff to Town Council Manager and Chairman or Vice Chairman of appropriate committee. - Town Council Manager for casual staff and temporary appointments to approved positions below managerial level - Decision on whether to fill vacant positions is delegated to Town Council Manager. - Decision on recruitment of contract staff or interim contract staff to Committee - Management of staff in accordance with Council policy, procedures and budget to Town Council Manager.

6 Disciplinary matters under the Council's Disciplinary Procedure.	• Town Council Manager with appeal to HR Committee • HR Committee in the case of the Town Council Manager with appeal to Appeals Panel. • Dismissal of Town Council Manager to be ratified by Council
7 Determination of individual grading issues and job evaluation	• Committee, except Town Council Manager reserved to Council
8 Issues relating to nominated Pension Scheme as it affects individual employees and administration of retirement.	• Committee (Council in case of Town Council Manager) • Administration of retirement in cases of permanent ill health, after appropriate medical advice via appointed Personnel advisors • Pensions Policy or Pensions Discretions Policies to Committee.
9 Approval of job descriptions & person specifications.	• Committee
10. Absence issues under the Council's Attendance Management Guidelines.	• Town Council Manager except Committee in the case of Town Council Manager
11. Appeals Procedure under personnel policies.	• Appeals Committee.
12. To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working	• Council
13. Competence Procedure	• Town Council Manager except Committee in the case of Town Council Manager
14. Issue of Contracts of Employment	• Town Council Manager except Committee in the case of Town Council Manager • Model Contract approved by Committee
15. Redundancy & Redeployment.	• Committee
16. Monitoring Equalities Policy in relation to employment.	• Committee • Approval of Equalities Policy to Council
17. Approval of Officer Codes of Conduct Approval of Member-Officer Protocol	• Committee • Council
18. Health & Safety	• Committee for approval of Policy other than General Statement which is reserved for Council • Committee to oversee responsibilities for Council within budget and policy • Town Council Manager for routine management
19. Grievance Procedure	• Town Council Manager except Committee in the case of Town Council Manager • Appeals to Appeals Committee.
20. Administration of other Personnel procedures	• Town Council Manager except Committee in the case of Town Council Manager

21. Employee Development Review and assessment at end of Probationary period	• Town Council Manager for all staff, often delegated to direct manager. • Two of Mayor, Deputy Mayor or Chairman of Committee for Town Council Manager
22. Training & Development Plan for staff	• Town Council Manager
23. To administer the Volunteers Policy	• Town Council Manager to administer • Committee to monitor & recommend to Council
24. To administer the Child & Vulnerable Adult Policy	• Town Council Manager to administer • Committee to monitor & recommend to Council
25 To administer the Council's Equality Policy	• Town Council Manager to administer for employees, services, volunteers and democratic processes • Committee to monitor & recommend to Council

NB. Any actions delegated to the Town Council Manager/Proper Officer may in his/her absence be undertaken by the Responsible Financial Officer, after seeking advice if appropriate, if the matter cannot wait until the Town Council Manager's return.