

## **HUMAN RESOURCES COMMITTEE TERMS OF REFERENCE**

### **Delegation**

1. Shaftesbury Town Council has agreed to adopt the Human Resources Committee Terms of Reference at its meeting held on [       ] and has recorded the decision under Minute FC[    ].
2. Shaftesbury Town Council will consider renewing these Terms of Reference at its Annual Meeting each year.

### **Procedures**

1. The committee will operate within Shaftesbury Town Council's Standing Orders
2. At the first meeting of the Committee, if not already done at the Annual Meeting, it shall elect a chairman and vice-chairman for this Committee for the forthcoming year from amongst its members. The Chairman and Vice-Chairman may be re-elected.
3. The committee will submit its minutes of meetings for adoption at the next ordinary meeting of the Committee.
4. The Committee shall submit a draft budget and / or project considerations for the forthcoming financial year during September for inclusion in the budget setting process.
5. The Committee Services Officer will provide administrative support for the Committee.

### **Meetings**

1. The Committee shall consist of FIVE Councillors.
2. The quorum of the Human Resources Committee will be THREE Members.
3. Three other Councillors will be available as reserve members of the committee for the remainder of this municipal year, those three Councillors, in order of who will be called first, will be;
  1. Councillor Taylor
  2. Councillor Proctor
  3. Councillor Hall
4. The Committee shall meet as and when required in the Mayor's Parlour, Town Hall, High Street, Shaftesbury Dorset SP7 8LY at a time to be agreed by the Chair and the Town Clerk.

### **Terms of Reference**

1. To advise the Council on all human resources matters relating to the Council and its staff team.

2. To consider the annual pay awards for all staff employed by the Council and make appropriate recommendations to the Council.
3. To consider all matters relating to the probationary periods of the Clerk. To ensure that the Clerk carries out a suitable probationary process for all other new employees.
4. To carry out the Town Clerk's staff appraisal and agree annual objectives.
5. To ensure that annual appraisals are carried out for all other staff, and to receive and note annual appraisals of all other staff employed by Shaftesbury Town Council.
6. To consider, advise and agree on relevant training requirements for staff and councillors within the agreed training budget of the Council.
7. To review the Town Council's staffing structure annually to enable the Council to continue to deliver high quality services.
8. To review staffing requirements and job descriptions and to revise as necessary.
9. Carry out any initial personnel investigations and request relevant supporting documents and evidence when appropriate
10. Liaise with Council's Human Resources consultants, where appropriate to obtain advice, guidance and information when required.
11. Recommend to Full Council the appointment of employees in accordance with agreed establishment including the appointment of the Town Clerk, the Responsible Finance Officer, and any officer of Senior Office grade and above.
12. Consider and make recommendations to Council in respect of terms and conditions of employment, grading, salaries and allowances for employees of the Council.
13. Power to terminate the employment of employees of the Council on disciplinary grounds subject to the terms and conditions of service of the employee including the Code of Conduct and Disciplinary Rules and Procedure applicable to those employees.
14. Power to terminate the employment of employees of the Council on Capability or Ill Health grounds, subject to following the appropriate process and obtaining (or attempting to obtain) the appropriate medical and HR advice.
15. Empowered to consider and act on behalf of, in the name and without further reference to the Council:-
  - a) To consider and make recommendations to Council to make or amend terms and conditions of employment
  - b) To make amendments to all staffing related policies, including Disciplinary Rules and Procedures, Grievance Procedures, Absence procedures and performance management processes for all employees, including officers of all grades, of the Council, and to, where necessary, consult with trade

- unions, recognised by the Council, in regard to locally agreed terms and conditions, all within the provisions of Employment Protection statutes;
- c) Discipline and, where appropriate, dismiss any of the Council's employees as described in (a) in accordance with the Disciplinary Rules and Procedures made under the provision of (a)
  - d) Dismiss any employees described in (a) on grounds of redundancy as provided by and in compliance with Employment Protection Statutes
16. Select from its membership a person or persons to represent Shaftesbury Town Council at appropriate meetings and public enquiries to represent Shaftesbury Town Council's previously agreed views on matters that are the direct responsibility of the Human Resources Sub-Committee.

### **Disciplinary and Grievance Appeals Panels**

1. The Appeals Panel will be empowered to consider an appeal by any employee of the Council referred to it in accordance with the appropriate Disciplinary Rules and Procedures or Employee Grievance Procedure, on behalf of, in the name and without further reference back to the Council or a Committee of the Council, and to endorse, rescind or amend the original decision on disciplinary action as it sees fit.
2. The Appeals Panel will be made up of not less than THREE members of the Full Council whom have had no previous involvement in the case.
3. Members of the Disciplinary Appeals Committee will not normally be members of the Human Resources Committee, unless the circumstances of the case mean that other councillors are not able to fulfil this role. This may occur for example in the case of lengthy absence of other Councillors, or where other Councillors have been directly involved in the case. In these exceptional circumstances, it may be necessary to include members of the HR Committee that did not hear the previous stages.
4. Members of the Appeals panel will be decided by the whole Council, and the Council's decision will be final.

Adopted 23<sup>rd</sup> July 2019