



# Andover Town Council

To review and approve the Terms of Reference for:  
b. HR Panel

Item  
No.

**10b**

**Produced for:** P & R Committee

**By:** Town Clerk.

**Date of Report:** 31 May 2023

The existing Terms of Reference have been copied into new documents, but all the black wording is the same.

Only the RED WORDING is different from the 2022 versions. These changes are recommendations from the Town Clerk.



## ANDOVER TOWN COUNCIL HUMAN RESOURCES (HR) PANEL

### TERMS OF REFERENCE

#### Structure and Quorum:

The **Sub-Committee** will comprise of **up to 5** Members of the Council, and shall appoint an ~~Elected~~ Member Chairman and Vice-Chairman **annually**. Its Officer will be the Town Clerk as Head of Paid Staff.

All Members must have, or be willing to receive **within 6 months of joining the sub-committee**, training in Human Resources and Employment Law.

The quorum of the **Sub-Committee shall be Three (3)**

Regularity of Meetings: To meet as required by arrangement with the Town Clerk

#### Responsibility:

1. Compliance with Legislation

- a) To ensure that the Council, through its Officers, complies with current employment legislation.
- b) To ensure that the Council fulfils its corporate statutory responsibilities with regards to the employment of all staff.
- c) To review all Human Resources Policies and make recommendations to full Council.

2. Staffing Levels, Recruitment and Retention

- a) To make recommendations to the Policy and Resources Committee on staffing levels for the Council
- b) To make recommendations to the Policy and Resources Committee on levels of salaries and wages, pay increases, bonuses and other staffing benefits. **\*\*\* Consideration to be given with regards to who can approve severance payments or redundancy payments, and if this can be done without going to Full Council.**
- c) To form a recruitment and selection panel for all staffing posts.
- d) To appoint one member to sit with the Town Clerk during all staffing appointments.

3. Training and Development

- a) To review staff training and development needs as identified by the Town Clerk and the Council.

4. Performance Management

- a) To appoint a small panel of no more than three members as an appraisal panel for the Town Clerk. **All members on the panel must have attended training with regards to the Role of the Clerk in order to become a member of the panel.**
- b) To negotiate and agree performance targets with the Town Clerk.

5. Employee Relations

- a) To mediate when required between officers and members the balance of an achievable work load.
- b) To appoint a panel of three members to consider any grievances by staff in line with the Council's Human Resources Policies.
- c) To appoint a panel to hear appeals on personnel issues.