



# Andover Town Council

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

Item  
No.  
**10c**

**Produced for:** P & R Committee

**By:** Town Clerk.

**Date of Report:** 31 May 2023

The Terms of Reference have been reviewed by the P+R Committee, (minute no. PR 011/06/23). Changes to the wording reviewed by P+R is shown in red.



## ANDOVER TOWN COUNCIL HUMAN RESOURCES SUB-COMMITTEE TERMS OF REFERENCE

### Structure and Quorum:

The Sub-Committee will comprise of up to 5 Members of the Council appointed by the Policy and Resources Committee, The Sub-Committee shall appoint a Member Chairman and Vice-Chairman annually. Its Officer will be the Town Clerk as Head of Paid Staff.

Members of the Sub-Committee would be appointed by the Policy and Resources Committee and would be subject to approval by Full Council.

All Members are strongly encouraged to receive suitable training within 6 months of joining the sub-committee, 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.
- 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.
- 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.