



# ANDOVER TOWN COUNCIL HUMAN RESOURCES SUB-COMMITTEE

## TERMS OF REFERENCE

### Structure and Quorum:

The Human Resources Sub-Committee is a decision making committee. The Sub-Committee will comprise of up to Five (5) Members of the Policy and Resources Committee which are 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.

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

Within 6 months of joining the sub-committee, all members should receive suitable training in:

- a. Employment Law
- b. Human Resources Management
- c. The specific role of the Clerk.

There is no budget set aside for this Sub-Committee. Any decisions affecting finances will need to be approved by Full Council on a monetary basis only.

Scheme of delegation.

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 staffing posts.
  - d) To appoint one member to sit with the Town Clerk during selected staffing appointments.
  - e) To jointly agree with the Town Clerk any changes to the staffing structure, job descriptions and roles and responsibilities of staff reporting to the Town Clerk.
3. Training and Development
  - a) To review staff training and development needs as identified by the Town Clerk and the Council and as identified in staff appraisals
4. Performance Management
  - a) To negotiate and agree performance targets with the Town Clerk and act as the Town Clerk's Line manager.
  - b) To appoint a small panel of no more than three members as an appraisal panel for 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.