



ANDOVER TOWN COUNCIL HUMAN RESOURCES SUB-COMMITTEE

TERMS OF REFERENCE

1. Structure and Quorum

The Human Resources Sub-Committee (“the Sub-Committee”) is a sub-committee of the Policy & Resources Committee, established under delegated authority to oversee staffing matters on behalf of the Council.

The Sub-Committee shall:

- Comprise up to **Five (5) Members** of the Policy & Resources Committee, appointed by that Committee;
- The Sub-Committee shall appoint a Member Chairman and Vice-Chairman annually.
- The **quorum** of the Sub-Committee shall be **Three (3)**.

The Town Clerk, as Head of Paid Service, shall be the lead officer supporting the Sub-Committee.

Regularity of Meetings

Meetings shall be convened as required by the Proper Officer in accordance with Standing Orders, with a minimum of two a per annum.

2. Purpose

The Sub-Committee shall:

- Support the Policy & Resources Committee in securing effective governance of staffing matters;
- Ensure staffing arrangements align with the Council’s Business Plan, approved budgets, and structure;
- Provide strategic oversight while maintaining the operational responsibilities of the Town Clerk.

3. Scope of Delegated Authority

3.1 Strategic Staffing Oversight

To review staffing levels, workloads, and organisational structure to ensure alignment with the Business Plan and approved budgets;

To determine staffing structures, job descriptions and pay grading within the approved staffing budget and existing headcount;

To authorise expenditure within approved budget lines and established staffing provisions (including approved posts), in consultation with the Town Clerk, provided such expenditure remains within the agreed overall budget framework.

3.2 Policy and Governance

To review and oversee implementation of HR policies and make recommendations via the Policy & Resources Committee;

3.3 Recruitment and Staffing

To oversee recruitment processes for the Town Clerk and Deputy Town Clerk in accordance with Council policy and employment legislation.

3.4 Performance and Employee Relations

To act as line manager to the Town Clerk, including appraisal through an appointed panel.

3.5 Relationship with the Town Clerk

The Town Clerk retains delegated authority for all operational HR matters, including:

- day-to-day staff management
- recruitment to existing posts
- performance management

- training and development
- implementation of HR policies

The Sub-Committee shall:

- Provide strategic oversight and support,
- Be consulted on significant HR matters,
- Not duplicate operational decision-making.

3.6 Matters Reserved to Policy & Resources / Full Council

The following matters shall be discussed by the HR Sub-Committee and then referred to the Policy and Resources Committee before going to Full Council:

- Any increase in staffing establishment (headcount);
- Any decision exceeding the approved staffing budget;
- Creation of new posts;
- Restructures involving redundancy or redeployment;

4. Reporting

All decisions shall be reported to the next Policy & Resources Committee meeting for information or approval.

5. Governance and Procedural Requirements

- Members shall comply with the Code of Conduct;
- Meetings follow Standing Orders;
- Decisions recorded in formal minutes by the Proper Officer.

6. Urgent Matters

Two Members (normally Chair and Vice-Chair) may be consulted by the Town Clerk on urgent matters where time prevents a meeting.

All urgent decisions:

- Must comply with Standing Orders and Financial Regulations;
- Must be reported to Policy & Resources Committee.