



ANDOVER TOWN COUNCIL HUMAN RESOURCES SUB-COMMITTEE

TERMS OF REFERENCE

Structure and Quorum:

The Human Resources 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.

Regularity of Meetings:

- Formal Committee Meetings: To schedule at least two Committee meetings per year
- Informal meetings will be held as required for eg: 1-2-1/appraisal meetings where necessary and reported back in summary to P&R.

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 selected staffing posts.
- d) To appoint one member to sit with the Town Clerk during Deputy Town Clerk/RFO appointment.
- 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.
- f) To carry out a staff well-being survey annually and address the responses.

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 and implement training as highlighted.

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 two members as an appraisal panel for the Town Clerk that will meet twice a year in June and December.

to carry out Full Council's instruction, to dismiss the Town Clerk, where the Town Clerk's performance is not up to standard.

5. Employee Relations

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

