

**ANDOVER TOWN COUNCIL**  
**HUMAN RESOURCES (HR) PANEL**  
**TERMS OF REFERENCE**



This Committee will comprise of 5 Members of the Council.

The quorum of the Committee will be 1/3 its Membership + 1.

All Members must have or be willing to receive training in Human Resources and Employment Law.

The Sub-Committee shall appoint an Elected Member as its Chairman

The Sub-Committee shall appoint an Elected Member as its Vice Chairman Its Officer will be the Town Clerk as Head of Paid Staff.

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

**Terms of Reference**

**Compliance with Legislation**

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

**Staffing Levels, Recruitment and Retention**

4. To make recommendations to the Policy and Resources Committee on staffing levels for the Council
5. To make recommendations to the Policy and Resources Committee on levels of salaries and wages, pay increases, bonuses and other staffing benefits
6. To form a recruitment and selection panel for all staffing posts
7. To appoint one member to sit with the Town Clerk during all staffing appointments

**Training and Development**

8. To review staff training and development needs as identified by the Town Clerk and the Council

**Performance Management**

9. To appoint a small panel of no more than three members as an appraisal panel for the Town Clerk
10. To negotiate and agree performance targets with the Town Clerk 22

**Employee Relations**

11. To mediate when required between officers and members the balance of an achievable work load

12. To appoint a panel of three members to consider any grievances by staff in line with the Council's Human Resources Policies 13. To appoint a panel to hear appeals on personnel issues.