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 and a written report to the Policy & 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, from all Council Members, as an appraisal panel for the Town Clerk, that will meet twice a year in June and December.
c) 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