



HR COMMITTEE

Terms of Reference

The HR Committee shall consist of **at least three and a maximum of five Councillors on the Committee.**

It is advised that if the Chair of the Council is a member of the Committee, that they are not also Chair of the HR Committee. The quorum shall be 3 members.

TERMS OF REFERENCE

Overall Objective: The Human Resources (HR) Committee will advise and preside over all matters relating to the recruitment, development, and training and performance management of the staff employed by the Council.

1. The Committee will report to the Full Council which has overall responsibility for Council Finance, Resourcing and Policy.
2. The Committee will be responsible for reviewing and approving all job descriptions, salary scales and contracts of employment for all staff if within budget.
3. The Committee will ensure that staff performance and well-being is regularly appraised and will oversee the resolution of any performance issues that may arise.
4. The Committee will ensure that the remuneration and benefits offered to existing and new staff is in line with industry standards, is fair and affordable to the Council.
5. The Committee will ensure that the Council operates within all the relevant legislation relating to the employment of staff.
6. The Council will ensure that the Council has in place, appropriate health and safety policies that protect staff and contractors working for the Council.
7. The Committee will advise Full Council on changes proposed to all Council policies and procedures relating to the employment and well-being of staff.
8. The Committee may set up working groups to explore issues and recommend solutions, and may co-opt other councillors or relevant non-councillors onto the working group. Working groups shall not have delegated authority and shall normally meet in private.
9. Confidentiality
All members must preserve confidentiality of all individual staffing matters covered in the business of the committee or working groups.

DELEGATED POWERS

1. The Committee will manage the budget for all staff remuneration, benefits, and training.
2. The Committee will recommend and seek approval from the Full Council for changes to staff remuneration and benefits when appropriate, if the changes are beyond the existing staffing budget.
3. The Chair of the Council and the Chair of the HR Committee will carry out the Clerk's yearly performance appraisal and regular 1-2-1's as required. The Committee will nominate one Councillor, along with the Clerk to carry out appraisals of any other staff. Appraisals will be conducted in accordance with the Council's Appraisal Procedure.
4. The Committee will take responsibility for investigating and resolving disputes between staff members or between staff and Councillors or between staff and any third parties, as per current policies.

Change Control

Version	Nature of Update or Approval	Approved
1	Approved in May 2021	5-5-2021
2	Further delegation added	18-12-2023

Review within: 3 years