

DOWNHAM MARKET TOWN COUNCIL

Human Resources Committee

TERMS OF REFERENCE

(a) Purpose

The purpose of the Human Resources Committee is to oversee the organisation, employment, management and terms and conditions of employment of the Council and to make appropriate recommendations to the Council for ratification.

The Committee shall not be involved in the day-to-day management of staff, which is the responsibility of the Town Clerk.

These Terms of Reference shall be read in conjunction with the Council's Scheme of Delegation.

(b) Membership

The Human Resources Committee shall comprise 7 Councillors. The Human Resources Committee quorum is three (3) and the Human Resources Committee will meet at least every 3 months and as required. Membership is reviewed annually at Full Council and new members may be co-opted by the HR Committee as vacancies arise.

(c) Functions

The Human Resources Committee will be responsible for monitoring, in cooperation with the Clerk to the Council or other professional advisers:

- Development of HR strategy
- Development and review of HR policies and procedures
- Meeting with the Town Clerk as and when necessary or requested
- Staffing levels and structure
- Preparing job descriptions/person specifications
- Overseeing staff recruitment, selection and appointment
- Staff vetting (The Chair to review references)
- Staff retention
- Determining or reviewing staff conditions of service and general terms of employment
- Salary grading and pay including annual staff review and other remuneration matters
- The Town Clerk's leave entitlements including annual holiday, sickness, statutory entitlements and special leave
- Special conditions relating to a specific post or individual
- Allowances, expenses and subsistence
- Working hours

- Pension arrangements
- Sickness absence management
- Trade union membership recognition
- Staff performance review/appraisals
- Operation of the Council disciplinary, grievance, capability, grading and appeal procedures and equal opportunities policy
- Monitoring health and well-being of staff and councillors.
- Ensure staff attend mandatory training and review all training requests.
- In the event of long-term absence of the Clerk, day to day management while cover is agreed.
- Any other matters delegated to the Human Resources Committee or deemed relevant to these terms of reference.

(d) Specific Sub-committees or Panels

Smaller and specifically focussed Sub-committees should be set up to deal with confidential personnel matters such as capability, discipline or grievances as provided for in the relevant Council procedures.

A Recruitment and Selection Panel should also be set up for example to appoint a Clerk comprising of the interview panel (of perhaps three Councillors and a professional adviser if required) who are involved throughout the recruitment and then the selection process.

(e) Confidentiality

Parts of the meetings of this **Human Resources Committee** will be confidential to the members of the HR Committee with the press and the public excluded where appropriate.

(f) Responsibility of Members

Members are expected to:

- a) Apply objective and good judgement
- b) Work within the DMTC Code of Conduct
- c) Adhere to DMTC Policies
- d) Keep all information confidential and not to discuss outside of the Committee
- e) Attend all training given to them
- f) Adhere to ACAS codes of practice

To be reviewed annually