



IRTLINGBOROUGH TOWN COUNCIL

TERMS OF REFERENCE – HUMAN RESOURCES COMMITTEE

- 1.0** Membership shall comprise five members, none of whom shall be the Town Mayor, or Deputy Mayor.
- 2.0** Four Members shall constitute a quorum.
- 3.0** To deal with all matters relating to the establishment, recruitment and appointment and terms and conditions of employment for all staff, save as provided within the Powers of the Full Council at paragraph 12.0 thereof.
- 4.0** To establish a programme of training for Councillors and employees such as will encourage professional advancement and effective decision making throughout the Council's activities and to ensure so far as possible adequate financial provision to secure these objectives.
- 5.0** To establish and regularly review personnel policies and procedures including staff appraisal.
- 6.0** To determine and monitor appointment procedures.
- 7.0** To convene an Appeals Committee if and when required.
- 8.0** To authorise the attendance of members or officers at conferences or courses including the incurring of necessary expenditure.
- 9.0** To ensure that all Members of the Human Resources Committee are aware of and understand their responsibilities in staffing matters.
- 10.0** To elect a Chairman and Vice Chairman for each Civic year

DELEGATED POWERS

Members will be advised by the Town Clerk whether or not a particular item under discussion is within the Committee (or Sub-Committee's) delegated powers. The minutes will then record the decision as "RESOLVED". If it is not, then the minutes will show the decision as "RECOMMENDED", and will then be brought to the Council's particular attention by the Chairman of the Committee at the next meeting of the Council when seeking approval and adoption of the Committee's minutes.

In any case where a Committee (or Sub) Chairman and Vice Chairman are either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A power delegated does not always have to be exercised.

1.0 To the Committee

- 1.1** Items included in paragraphs 3.0, 4.0, 5.0, and 6.0 above.
- 1.2** To annually review staffing levels and make recommendations to the Town Council.
- 1.3** To receive annual reports on staff appraisals in October of each year.
- 1.4** To review and agree a matrix system showing which Members of the Town Council would be able to sit on staffing appeal panels should the need arise.

2.0 To the Chairman and Vice Chairman –

- 2.1** Matters of an urgent nature requiring settlement before the next meeting of the Committee may be dealt with by the Chairman and the Vice Chairman of the Committee in conjunction with the Clerk and at their discretion but must be submitted for approval or otherwise to the next meeting of that Committee.
- 2.2** All Members are free to attend Human Resources Committee meetings with the proviso that the Chairman and Vice Chairman have the power to revoke this in relation to part two items if any item to be discussed is personal to a member of staff.

3.0 To the Town Clerk

- 3.1** To authorise the attendance of members or officers at conferences or courses including the incurring of necessary expenditure not exceeding £500 in any instance.
- 3.2** To ensure that all staff undertake an effective induction programme.

Responsible Officer	Town Clerk	Date effective from	July 2017	Review date	May 2021
Author	Town Clerk	Date last amended	May 2020		