



Kimberley Town Council

Terms of Reference HR Committee

Adopted by Full Council on 26th January 2023 TC/23/402

Reviewed by

1. Objective

To provide effective and professional staff management of all matters related to the employees of the Town Council.

2. Membership

The committee shall comprise a minimum of three and a maximum of seven members in total who are elected at the Annual Meeting of the Town Council. The Council Chair and Vice Chair are ex-officio members of the committee.

3. Chair/Vice Chair

Chair to be elected at the Annual Meeting of the Town Council. Vice Chair to be elected at the first committee meeting following the Annual meeting of the Town Council.

4. Quorum

The quorum of the committee shall be three Town Council members.

5. Meetings

Meetings are called as necessary throughout the year. The agenda for meetings will be posted for public viewing with three clear working days' notice. Meetings to be held at the Council offices, Newdigate Street. The HR Chair, Vice Chair or two members of the committee may call a meeting. The agenda is determined and distributed by the Clerk. If the Clerk is unavailable the Chair or Vice Chair can distribute the agenda. The Clerk shall be in attendance at all HR committee meetings. If any other employees are required to attend they will be invited accordingly.

6. Public participation

Public involvement is positively encouraged by the Council. Members of the public may speak for up to five minutes on any agenda item being considered at the meeting. Standing Orders may be suspended to allow a question and answer session with members of the public. Many items of work undertaken by this Committee will have to be held in private session (as required by sections 100 and 102 of the 1972 Local Government Act).

7. Management responsibilities

A small committee of two can be appointed in order to conduct the Town Clerk's appraisal. Any perceived issues with the Town Clerk should be flagged up in private and through the HR committee.

8. HR Support

Chris Moses, Personnel Advice and Solutions Ltd, provides HR advice to the HR Committee on an ad hoc basis with the Chair/Vice Chair being the main point of contact.

8. Delegated powers

The Human Resources Committee has delegated powers to authorise expenditure on behalf of the Council for budgeted items assigned to this committee.

- To consider and implement any changes which are required to comply with Employment Law, Health and Safety Law and Terms and Conditions of Service.
- To review employment policies/procedures for recommendation to Full Council for approval
- To determine the staffing levels necessary to efficiently discharge the work required by the Council and to approve job descriptions and review workloads periodically.
- To establish the grading, remuneration and terms and conditions of employment for Council employees including contracts of employment.
- To review staff pension arrangements for recommendation to Full Council for approval.
- To manage long term sickness and incidents at work in line with the Council's agreed policies.
- To oversee any disciplinary investigation in line with the Council's disciplinary procedures, which includes appointing an investigator and deciding if any disciplinary action against the employee will or will not be taken.
- To oversee an employee's formal grievance(s) in line with the Council's grievance procedures.
- To recommend, authorise and oversee all training for employees and Councillors. To approve requests for relevant training within the training budget.
- To be responsible for the preparation and submission of budget proposals in respect of salaries and employees' training to Full Council.
- To ensure that the Town Clerk and any other employees are treated fairly and with the respect from colleagues, the public and Councillors.
- To ensure that confidentiality is maintained over all staffing matters under the Data Protection Act 2018 and the Code of Conduct by all members of the Council.
- To ensure that all staff have an annual appraisal with quantifiable and measurable objectives. The objectives to be reviewed every three to six months or as required.
- To manage the appointment process for the Town Clerk, to approve all staff recruitment, appointments, training and dismissals.
- To undertake reviews of working practices and procedures of the Council as a whole when so requested and to make recommendations to Full Council.
- To oversee on behalf of the Council on the distribution of functions between committees and any major policy changes in the Council's management or administrative procedure.
- To promote and actively encourage Councillors to attend training.