

BOURNE TOWN COUNCIL

HUMAN RESOURCES (HR) COMMITTEE

Terms of Reference

1) Membership – 5 members

- a) The committee to consist of 5 members; Chairman of the Finance & General Purposes Committee plus 4 other Town Councillors (both genders to be represented); to be elected annually at the Annual Meeting of the Town Council
- b) The Chairman and Vice-Chairman of this committee to be elected annually by its members at its first meeting after the Bourne Town Council Annual Meeting and they shall hold office until the next Annual Meeting.

2) Aims

To develop and review strategy and policies in all matters relating to Human Resources and deal with staff issues as required

3) Meetings

The committee will hold 3 meetings per year, with dates being included in the council's diary dates.
Additional/special meetings can be called as per Standing Orders number 45

4) Quorum

Three members or one third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the HR Committee

5) Documentation

Minutes of meetings will be presented to the Council in the same way as with other committees but will be approved as a true record by the committee at its next meeting.

6) Accountability

The HR committee has delegated powers to act on behalf of Bourne Town Council in relation to the defined terms of reference only; any recommendations outside the HR committee's terms of reference shall be made to the full council.

The committee has been given delegated powers to deal with the following matters to conclusion:

- a) To advertise, interview and recruit staff with the exception of the post of Deputy and/or Town Clerk/RFO where no changes to the position are proposed.

- b) To advertise, shortlist, interview and make a recommendation to the full council with regards to the post of the Deputy and/or Town Clerk/RFO (where no changes to the position are proposed)
- c) To consider and implement any changes required by the various Laws and Acts covering personnel.
- d) To carry out the Town Clerk's appraisal and agree objectives.
- e) To agree and arrange training requirements for staff and councillors within the agreed budget.
- f) To consider and bring to a conclusion, any matters of grievance or discipline as outlined by the policies contained in the Staff Handbook applicable to all members of staff employed by the Town Council. (The committee may consider using a hearing panel of mixed gender from within the HR committee)
- g) To review job descriptions, person specifications, staff establishments (including promotion, re-grading, redundancies and fixed term contracts) and to approve all contracts of employment (the above excludes the position of Deputy and Town Clerk/RFO; in these cases the committee will make recommendations to the council)
- h) To deal with all complaints concerning the Town Clerk or the Council through to the Appeal Stage
- i) To deal with any staff matters referred by the Town Clerk.
- j) To ensure that the council complies with Health and Safety issues including the annual risk assessment procedure.
- k) To review and implement all employment policies in consultation with members of staff.
- l) To annually prepare a budget proposal in respect of salaries of all staff and training cost for staff and members, to the Finance & General Purposes Committee.
- m) Any other personnel matters delegated by the Town Council.

These Terms of Reference to be reviewed/agreed on a 2-yearly basis.

Adopted by Bourne Town Council: 24/06/14
Amended 18/11/14