

Human Resources Sub-Committee

DRAFT TERMS OF REFERENCE

The role of the Human Resources Sub-Committee is to provide line management to the Clerk and Responsible Financial Officer. The HR Sub Committee is a sub-committee of the Finance & General Purposes Committee.

1. Membership

- a) The HR Sub-Committee shall consist of THREE councillors appointed from the Finance and General Purposes Committee.
- b) The Mayor and Deputy Mayor will be ex-officio members unless they are HR Sub-Committee members.

2. Meetings

- a) The HR Sub-Committee will arrange meetings as required and shall not be open to the public.

3. Voting

- a) All decisions of the HR Sub-Committee shall be determined by majority vote.

4. Responsibilities

- a) To agree and review a minimum of three and a maximum of five objectives in relation to the strategy of the council
- b) To complete regular appraisals of the clerk's performance at least quarterly.
- c) To ensure that the clerk is supported and has the resources to manage the staff of the council.
- d) To provide regular updates to the Finance & General Purposes Committee on the clerk's progress.

5. Rights and Powers

- a) The HR Sub-Committee will have delegated powers to oversee the clerk's day to day activities and to authorise annual leave.
- b) The HR Sub-Committee will monitor the clerk's absence and carry out health and well-being reviews in relation to absences.
- c) The HR Sub-Committee will review the salary and pay scales of the clerk on a regular basis and make recommendations to the Finance and General Purposes Committee for approval.
- d) The HR Sub-Committee will review training and development requirements for the clerk and make recommendations to the Finance and General Purposes Committee for the provision of any training and continuous professional development.
- e) The HR Sub-Committee is to take responsibility that confidentiality and integrity is maintained over all staffing matters under the Data Protection Act 1998 and the Model Code of Conduct.