



## TERMS OF REFERENCE: HUMAN RESOURCES COMMITTEE

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| VERSION NUMBER V1 17/05/2023      | V1 FC 1 7e |
| DATE & MINUTE REFERENCE (Council) | 17.05.2022 |
| DATE OF NEXT REVIEW               | April 2024 |

Five Members of the Authority

**Quorum = 3**

**Meetings:** Meetings will take place approximately as needed.

All non-committee members may attend meetings of the Committee except for confidential items or matters relating to grievance or discipline and speak at the Chairman's discretion, but are unable to vote.

| Function of Committee<br>Column 1 |   | Delegation of Functions<br>Column 2  |
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| 1.                                | To recommend to Council the overall Staffing structure and approval of additional posts | None.<br>Final approval remains with Council   |
| 2.                                | To agree the pay and conditions of service for staff                                    | <ul style="list-style-type: none"> <li>• Town Clerk reserved for Council</li> <li>• Regrading of all other posts to Committee</li> <li>• Annual increments and payment of honoraria within agreed budget to Committee</li> </ul>   |
| 3.                                | Approval of personnel policies & Employee Handbook                                      | <ul style="list-style-type: none"> <li>• Committee, including discretionary provisions of National Joint Agreement</li> <li>• Committee to monitor</li> </ul>  |
| 4.                                | Management and Appointment of Staff (Local Government Act 1972 s112-119)                | <ul style="list-style-type: none"> <li>• Recommend appointment of <u>Council Manager</u> to be endorsed by Council</li> <li>Selection of long list and preliminary interview by Recruitment Panel from HR Committee + Mayor</li> <li>Final Interview - Committee and Mayor</li> <li>• Appointment of other Staff Scale Point 23 and above to Committee</li> <li>• Appointment of Staff below Scale Point 23 to Council Manager</li> <li>• Town Clerk for casual staff and</li> </ul> |

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|    |   | <p>temporary appointments to approved positions below Scale Point 23</p> <ul style="list-style-type: none"> <li>• Decision on whether to fill vacant positions is delegated to Council Manager</li> <li>• Decision on recruitment of contract staff or interim contract staff to Council Manager in consultation with Chairman and Vice Chairman subject to identification of budget</li> <li>• Decision on recruitment of consultants to Committee subject to identifying budget</li> <li>• Recruitment of Locum or Acting Council Manager after decision in principle by Council or Committee is delegated to Mayor, Deputy Mayor and HR Chairman</li> <li>• Management of staff in accordance with Council policy, procedures and budget to Council Manager</li> </ul> |
| 5. | Disciplinary matters under the Council's Disciplinary Procedure.  | <ul style="list-style-type: none"> <li>• Council Manager with appeal to Personnel Committee</li> <li>• Personnel Committee in the case of the Council Manager with appeal to Appeals Committee (only members not on Personnel Committee)</li> <li>• Dismissal of Council Manager to be ratified by Council</li> </ul>   |
| 6. | Determination of individual grading issues and job evaluation   | <ul style="list-style-type: none"> <li>• Committee, except Council Manager reserved to Council</li> </ul>   |
| 7. | Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement. | <ul style="list-style-type: none"> <li>• Committee (Council in case of Council Manager)</li> <li>• Administration of retirement in cases of permanent ill health, after appropriate medical advice via Cheshire Local Government Pensions to Committee</li> <li>• Pensions Discretions Policies to Committee</li> </ul>   |
| 8. | Approval of job descriptions & person specifications  | <ul style="list-style-type: none"> <li>• Committee (except Council Manager reserved for Council)</li> </ul>   |
| 9. | Absence issues under the Council's Attendance Management Guidelines   | <ul style="list-style-type: none"> <li>• Council Manager except Committee in the case of Council Manager</li> </ul>   |

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| 10. | Appeals Procedure  | <ul style="list-style-type: none"> <li>• Appeals Committee</li> </ul>   |
| 11. | To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working | <ul style="list-style-type: none"> <li>• Committee (Council in case of Council Manager)</li> </ul>  |
| 12. | Competence Procedure   | <ul style="list-style-type: none"> <li>• Council Manager except Committee in the case of Council Manager</li> <li>• Appeals to Appeals Committee</li> </ul>   |
| 13. | Issue of Contracts of Employment   | <ul style="list-style-type: none"> <li>• Council Manager except Committee in the case of Council Manager</li> <li>• Model Contract approved by Committee</li> </ul>   |
| 14. | Redundancy & Redeployment  | <ul style="list-style-type: none"> <li>• Committee (Council to ratify in case of Council Manager)</li> </ul>  |
| 15. | Training and Development   | <ul style="list-style-type: none"> <li>• Policy to Council</li> <li>• Annual staff and member Plan to Committee</li> <li>• Implementation to Council Manager</li> </ul>   |
| 16. | Approval of Officer Codes of Conduct, supplements & Member-Officer Protocol  | To Council  |
| 17. | Health & Safety (including Stress Policy)  | <ul style="list-style-type: none"> <li>• Committee for approval of Policy other than General Statement which is reserved for Council</li> <li>• Committee to oversee responsibilities for Council within budget and policy</li> <li>• Council Manager for routine management</li> </ul> |
| 18. | Grievance Procedure  | <ul style="list-style-type: none"> <li>• Hearing Panel from Personnel Committee</li> <li>• Appeals to Appeals Committee</li> </ul>  |
| 19. | Administration of other Personnel procedures   | <ul style="list-style-type: none"> <li>• Council Manager except Committee in the case of Council Manager</li> </ul>   |
| 20. | Employee Development Review and assessment at end of Probationary period   | <ul style="list-style-type: none"> <li>• Council Manager for all staff, often delegated to direct manager</li> <li>• Mayor, Personnel Chairman &amp; Deputy Mayor for Council Manager + independent person</li> </ul>   |
| 21. | Consultation and negotiation with Trade Unions   | <ul style="list-style-type: none"> <li>• Committee (Council to ratify for Council Manager)</li> <li>• Council Manager and appointed managers for routine matters</li> </ul>   |
| 22. | Volunteers Policy  | <ul style="list-style-type: none"> <li>• Council Manager to administer</li> </ul>   |

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|     |   | <ul style="list-style-type: none"> <li>• Committee to monitor &amp; recommend policy to Council</li> </ul>  |
| 23. | Child & Vulnerable Adult Policy             | <ul style="list-style-type: none"> <li>• Council Manager to administer</li> <li>• Committee to monitor &amp; recommend to Council</li> </ul>  |
| 24. | To administer the Council's Equality Policy | <ul style="list-style-type: none"> <li>• Council Manager to administer for employees, services, volunteers and democratic processes</li> <li>• Committee to monitor &amp; recommend to Council</li> </ul> |
| 25. | First Line of Contact for Council Manager.  | <p>Hierarchy:</p> <ul style="list-style-type: none"> <li>• Mayor</li> <li>• Deputy Mayor</li> <li>• Chairman of Personnel Committee</li> </ul>  |

NB. Any financial, operational or managerial action delegated to the Council Manager may in his/her absence be undertaken by the Deputy Council Manager, if the matter cannot wait until the Council Manager returns.