CONSTITUTION AND TERMS OF REFERENCE
HR COMMITTEE
(To meet on an Ad-hoc basis)

(Approved at AMC 16/05/23)

Membership

The Committee shall consist of five Members appointed by Council, to include the Chairman of the Council as one of these members. The Committee shall elect a Chairman and may elect a Vice-Chairman to deputise for the Chairman in all respects. The meeting quorum shall be three.

Broad areas of competence of the HR Sub-committee

The sub-committee shall have delegated powers and authority to make decisions about staffing matters, and spending powers subject to budget and expenditure limits.

Terms of Reference of the Committee

The Committee shall have delegated spending powers in line with the budget and expenditure limits.

It shall have delegated powers and authority to:

1. Establish and keep under review the staffing structure in consultation with the staff.
2. Draft, implement and review, monitor and revise policies for staff.
3. Establish pay scales for all categories of staff and be responsible for their administration and review.
4. Make arrangements for the recommendation to the Council for appointment and dismissal of employees.
5. Arrange execution of new employment of contracts and changes to any employment contracts.
6. Establish and review performance management templates and budget for staff training programmes for staff.
7. To receive reports on any issues raised following completion of the annual staff reviews;
8. Oversee any process leading to dismissal of staff (including redundancy).
9. Keep under review, staff working conditions and health and safety matters.
10. Monitor and address regular or sustained staff absence.
11. Agree staffing related expenditure within budget such as training.
12. Consider appeal against a decision in respect of pay.
13. Consider grievance or disciplinary matters in accordance with the Council's disciplinary policy (and any special appeal).
14. Handle all staff grievance and disciplinary matters and pay disputes.