

HR & Employment Sub-committee - Terms of Reference

The purpose of the HR & Employment Sub-committee is to manage the employment of staff, including appointments, reviews, provision of documents, salary reviews and grievance & disciplinary.

There are 4 voting members of the sub-committee. The sub-committee will report to the Legal & Finance committee as appropriate.

Members of this sub-committee can be any members of the Council. The sub-committee will elect a chairman and vice-chairman at the beginning of the municipal year or at any time if required.

The sub-committee will meet as required but not less than 4 times per year to debate and discuss items such as the following with delegated authority from the Legal & Finance committee to fulfil the following responsibilities (including spending within its approved budget):-

- Establish and keep under review the staffing structure in consultation with the Finance Committee.
- Draft, implement, review, monitor and revise policies for staff.
- Establish and review salary pay-scales for all categories of staff and to be responsible for their administration and review.
- Oversee the recruitment and appointment of staff.
- Arrange execution of new employment contracts and changes to contracts.
- Establish and review performance management (including annual appraisals) and staff training programmes for staff. Annual appraisals should all be countersigned by a designated Councillor.
- Oversee any process leading to dismissal of staff (including redundancy).
- Keep under review staff working conditions and health and safety matters.
- Monitor and address regular or sustained staff absence.
- Make recommendations on staffing related expenditure to the Legal & Finance Committee.
- Consider any appeal against a decision in respect of pay.
- Consider a grievance or disciplinary matter (and any appeal).
- Supervise and performance manage the Clerk's work, to administer his/her leave requests, record and monitor his/her absences and handle grievance and disciplinary matters and pay disputes.
- Any other item that is deemed appropriate by Council or the Legal & Finance committee.

Adopted 11th October 2018