



HUMAN RESOURCES COMMITTEE TERMS OF REFERENCE

By virtue of sections 101 and 102 of the Local Government Act 1972 the Council may arrange for the discharge of any of its functions by one or more Committees, a Sub-Committee to be appointed by the Council for the purpose, or by an Officer of the Council.

Subject to the above, the Terms of Reference of, and delegation arrangements to, the duly appointed Human Resources Committee of the Council shall be as set out below.

Area of competence

Employment policy of the Council

Membership

- 1 The core membership of the committee shall be the Chairman or Deputy Chairman of the Council which person shall be appointed by the Council, and no more than four other members of the Council.
- 2 Members of the Council who are not members of the Committee may substitute for a core member and have the same rights as that member as provided for in Standing Orders 15a and 15c.

Responsibilities and delegated powers

The Committee shall have delegated spending powers in line with the budget established at the Annual Budget meeting of the Full Council.

On behalf of the Council, the committee shall have delegated powers and authority to:

- 1 make arrangements for the recommendation to the Council for appointment and dismissal of employees;
- 2 make arrangements for, and receive reports on, the periodic review of employee performance and the agreement of the training needs of employees;
- 3 formulate the council's policies and procedures relating to personnel and employment issues;
- 4 make recommendations to the Council relating to any request from a Member involved in any allegation of breach of the code of conduct to grant a legal financial indemnity in respect of legal costs;
- 5 regularly review the Council's policies and procedures relating to employee discipline;
- 6 make recommendations to the Council relating to accountability, reporting and line management arrangements for Council employees;
- 7 consider other matters related to human resource issues referred to the Committee and to make recommendations to the Council

Budgets

The Committee shall monitor its actual and planned expenditure and its use of earmarked reserves, and make estimates of proposed income and expenditure for each financial year in

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respect of all of the services of the Committee in accordance with the Council's agreed budget setting procedures.