



## **SALCOMBE TOWN COUNCIL**

### **HR & STAFFING COMMITTEE TERMS OF REFERENCE (Oct 2023)**

#### **(a) Purpose**

The purpose of the HR & Staffing Committee is to ensure the Council complies with the requirements of employment laws and oversee the organisation, employment, management and terms and conditions of employment of the Council with the authority to make decisions on the Functions; advising Council of decisions at the following Town Council meeting.

#### **(b) Membership**

The Committee shall have Delegation of Authority to vote for the Chair and Deputy Chair and comprise of four Councillors, with, if possible, relevant HR and management skills. One of the members will be the Lead of the Finance Working Group. The Committee quorum is three and the Committee shall meet as required.

#### **(c) Functions**

The Committee will be responsible, in conjunction with the Clerk to the Council or other professional advisers, for: -

- staff vetting
- developing HR strategy
- developing and reviewing of HR policies and procedures
- staffing levels and structure
- job descriptions/person specifications
- overseeing staff recruitment, selection and appointment
- contracting in a HR specialist company where necessarily
- staff retention
- determining or reviewing staff conditions of service and general terms of employment
- salary grading and pay, including annual staff review and other remuneration matters
- leave entitlements including annual holiday, sickness, statutory entitlements and special leave
- special conditions relating to a specific post or individual
- allowances, expenses and subsistence
- working hours, including overtime limits per employee
- pension arrangements
- sickness absence management
- trade union membership recognition
- staff performance review/appraisals
- operation of the Council disciplinary, grievance, capability, grading and appeal procedures and equal opportunities policy
- health, safety and welfare of staff
- any other matters delegated to the Committee or deemed relevant to these terms of reference.
- liaising with the Finance Working Group and Full Council regarding budgeting.

**(d) Confidentiality**

- Parts of the meetings of this Committee will be confidential to the members of the Committee with the press and the public excluded where appropriate.
- All members must preserve confidentiality of all individual staffing matters pertaining to the business of the committee.
- Councillors, who are not members of the HR & Staffing Committee, will only be permitted access to information on a need-to-know basis.

**(d) Responsibilities**

- The Chair of the HR & Staffing Committee will provide line-manager function for the Clerk, including responsibility for day-to-day matters, such as authorisation of holiday, sick leave and absence from work.
- The Clerk will provide line-manager function for other staff, including responsibility for day-to-day matters, such as authorisation of holiday, sick leave and absence from work.