

# East Cowes Town Council



## Terms of Reference

### Human Resources Committee

#### Roles and Responsibilities of the Committee

**The Committee shall meet as and when required but at least once annually. They will have responsibility for:**

#### 1. Staffing matters including:

- a. To monitor the staffing structure against the needs of the Council, review regularly and make recommendations for changes to full council
- b. To implement, monitor and review staffing policies
- c. To review staffing pay scales annually and make recommendations to Full Council
- d. To oversee the recruitment process of staff
- e. To review and agree any new staff contracts and recommend to Full Council
- f. In the light of new employment legislation, to review general contract conditions and recommend any changes to Full Council
- g. In the light of new legislation to review staff working conditions including Health & Safety
- h. To oversee the Performance Appraisal process of all staff in liaison with the Clerk

#### 2. Disciplinary/Grievance Matters:

- a) To consider any grievance or disciplinary matters and where appropriate refer to the grievance sub-committee
- b) To report the outcome of any grievance/disciplinary matter, together with recommendations to Full Council
- c) Following a decision by Full Council, to oversee any process leading to disciplining or dismissal of staff (including redundancy), and to apply any decisions/correspondence in respect of an upheld grievance
- d) Where appropriate, refer any disciplinary/grievance to the grievance subcommittee

#### 3. Grievance Subcommittee

The subcommittee shall be formed of four councillors, nominated by Full Council, but will not include any councillor who is personally involved in the grievance/disciplinary matter under consideration. The grievance subcommittee shall meet as and when required by the HR Committee. The outcome of any matter considered by the subcommittee shall be reported to Full Council, together with any recommendations for action.

#### 4. Powers

The committee shall have *advisory* powers and will make recommendations to Full Council.

## 5. Membership

The Committee shall comprise of 5 Councillors, appointed at the annual meeting of the Full Council. The Committee will elect a Chair and Vice Chair for the forthcoming year. The election of these positions shall take immediate effect.

## 6. Voting

Each member shall have one vote apart from the Chairman who will have, in addition, a casting vote. Voting shall be by a show of hands. A named vote will be taken if so requested by a councillor.

## 7. Committee Servicing

The Committee shall be serviced by the Town Clerk or their deputy.

## 8. Meetings

Meetings will take place as required but at least once annually to review staff conditions and pay scales.