



BOROUGHBRIDGE TOWN COUNCIL

1 HALL SQUARE, BOROUGHBRIDGE, NORTH YORKSHIRE, YO51 9AN

Human Resources Committee Terms of Reference

Role

The role of the Human Resources Committee is to oversee the health, safety and well-being of all Employees and Councillors.

1. OBJECTIVES

- a) To report to Council any issues or areas of concern that require corrective action.
- b) To ensure that staffing levels and competencies for both Staff and Councillors, are sufficient to professionally discharge the work of the council.
- c) To ensure that pay and working conditions are in line with national agreements, pay scales and contractual arrangements to meet all relevant statutory UK regulations and legislation and that the Council follows good working practices.
- d) To liaise with the finance committee where any changes may affect budgetary requirements

2 MEMBERSHIP

- a) The Committee shall consist of a minimum of THREE Councillors and a maximum of ELEVEN Councillors appointed by the Full Council. Boroughbridge Town Council will consider renewing these Terms of Reference on an annual basis as agreed at the Annual Parish Council Meeting. Currently revied by the committee in January to be ratified at the first full council meeting in February.
- b) The Committee will operate within Boroughbridge Town Council's Standing Orders, Financial Regulations and Local Government Law.
- c) In a year when the Chair of the committee is not already chosen by the mayor at the first Meeting of the HR Committee, they shall elect a chairman and a vice chair for this Committee for the forthcoming year from amongst its appointed membership. The Chairman and the vice chair may be re-elected but can serve no longer than two years.
- d) If a chair or vice chair wishes to resign their post, they should notify the Chair of the council as soon as practicable. The committee can then choose a suitable replacement. The full council will be informed, where the resignation and any new appointment can be made and formally be accepted.

3 MEETINGS

- a) The schedule of meetings shall be agreed at the first meeting of the Committee following election of the Chairman.
- b) The committee meetings are formal and therefore the agenda will be displayed for the public and standing orders will apply.

4.VOTING

- a) All decisions of the committee shall be determined by majority vote. The Chairman has the casting vote when there are equal numbers of votes.

Rights and Powers

HR Committee will have delegated powers to:

5 ORGANISATION

- a) To determine and recommend to Council, policies and procedures for the line management of the Council's human resources.
- b) To determine the staffing levels and positions that will efficiently discharge the work of the Council and to review workloads periodically.
- c) To agree Job Descriptions and Skills specifications for all positions.

6 SELECTION OF STAFF

- a) To agree recruitment procedures that meet equalities legislation, i.e.do not discriminate against sex, age, race, colour, ethnicity or disability and that consider both the needs of the job and that of Council.
- b) To advertise vacancies, select for interviews and ultimately make recommendations for appointment of staff for Full Council to ratify in conjunction with the Clerk; having taken due regard to the HR budget.

7 PROFESSIONAL DEVELOPMENT AND TRAINING

- a) To promote and lead the continuous professional development and training of both staff and councillors.

8 PAY AND CONDITIONS

- a) To determine pay and contractual conditions of employment and review/update these as necessary to comply with UK Employment Law as well as good practice.
- b) To set the expenses policy for both staff and councillors.

9 GRIEVANCE, MISCONDUCT AND DISMISSAL

- a) To oversee the grievance, misconduct and dismissal procedures and make recommendation to Full Council as appropriate.

10 HEALTH AND SAFETY

- a) To ensure that Health and Safety of all involved in the work of the Council by providing appropriate workspaces, tools and equipment, and to train staff as necessary to safeguard their health & safety at work.
- b) To further assess personnel risks as defined by the Audit Commission and provide appropriate recommendations to Full Council.

11 RULES AND REGULATIONS

- a) The councillor's code of conduct will apply to all members of the committee.
- b) The conduct of the meeting (declaration of interests, debate, voting etc.) will be governed by the Council's standing orders.

Review Date: January 2025

Next review date: January 2026

Signed by The Chair.....