



COLEHILL TOWN COUNCIL

HUMAN RESOURCES COMMITTEE **TERMS OF REFERENCE**

Under Standing Order 4 the Council may set up standing committees.

1. Name

The name of the standing committee shall be the Human Resources Committee.

2. Purpose

- The Human Resources Committee has been established to oversee the Council's responsibilities as an employer and to ensure that the Council has appropriate staffing arrangements, employment policies and procedures in place.
- The Committee will seek to ensure that the Council acts as a fair, responsible and legally compliant employer and that staff are appropriately supported, managed and developed.
- The Committee will have regard to relevant employment legislation, the Council's policies and procedures, NALC, SLCC, LGA, ACAS and other appropriate professional guidance.
- The Committee is responsible for employer oversight and formal HR decisions and is not involved in day-to-day staff management.¹

The Committee's key responsibilities are:

- a) Keep the Council's **staffing structure** under review and make recommendations to Full Council where changes may be required.
- b) Review and approve the Council's **employment policies and procedures**, ensuring that they reflect current employment legislation and recognised good practice. Where any matters are outside the committee's remit, the Committee shall make an appropriate recommendation to Full Council.
- c) Review **staff terms and conditions of employment** and make recommendations to Full Council where changes require Council approval.
- d) Oversee the **recruitment and appointment process** for the Town Clerk and other staff where authorised by Full Council.
- e) Ensure that appropriate **job descriptions** are maintained for Council employees.
- f) Oversee the Council's **staff appraisal and performance-management** arrangements, ensuring each employee receives an annual appraisal.
- g) Undertake the **Town Clerk's annual appraisal**, reviewing performance against objectives and identifying any development and training requirements.
- h) Consider **staff training and development** requirements and make recommendations where appropriate.

¹ The Town Clerk continues to take their instructions from Full Council, not from the HR Committee, the Chair of Council or any other individual councillor. The Assistant Clerk continues to be line managed by the Town Clerk.

- i) Monitor **staff welfare**, working conditions, equality, health and safety and other employment-related matters.
- j) Consider significant or sustained **staff absence** in accordance with the Council's policies.
- k) Oversee **formal disciplinary and grievance procedures** in accordance with the Council's adopted policies and employment law.
- l) Obtain **independent HR or employment law advice** where a matter is complex, sensitive or carries significant employment or legal risk.

3. Membership

- The Committee shall comprise **three councillors** appointed annually by Full Council, **plus** the Chair of the Council as an ex-officio voting member², subject to the Council's Standing Orders.
- The Chair of the Committee will be elected by the Committee.
- The quorum shall be **three members**.
- The Council may appoint substitute members in accordance with Standing Orders.
- Where a member has a conflict of interest in a particular matter, they shall withdraw from consideration of that matter.

4. Meetings

- The Committee shall normally meet **twice each year**, at approximately six-monthly intervals.
- Additional meetings may be convened by the Chair of the Committee where necessary to deal with matters requiring consideration before the next scheduled meeting.
- The Committee shall also meet when required to deal with significant staffing, employment, disciplinary, grievance or other HR matters.
- The annual appraisal of the Town Clerk shall be undertaken by the Chair of the Council and one other member of the Human Resources Committee, nominated by the Committee. The appraisal shall normally take place annually and may be conducted independently of the Committee's scheduled meetings.
- The Town Clerk shall normally act as the Committee's Proper Officer and provide the administrative support required by the Committee, including preparing and issuing agendas, attending meetings, providing advice and taking minutes.
- Where an item concerns the Town Clerk's own employment, including their appraisal, remuneration, performance, grievance, disciplinary matters or other personal employment matters, the Town Clerk shall not be responsible for preparing the report or taking the minutes relating to that item.
- The Town Clerk shall withdraw from the meeting when required by the Committee.

² A four-member HR Committee is considered proportionate to the Council's size and its two-employee establishment, while providing sufficient resilience to deal with member absences and declarations of interest.

5. Confidentiality

- The Committee will normally consider confidential staffing and personnel matters with the public and press excluded in accordance with the Council's Standing Orders.
- Members of the Committee shall treat information concerning individual employees as confidential and only disclose personal information where there is a lawful basis for doing so.
- Committee reports and minutes shall contain only the information necessary to record the Council's decision, excluding confidential personal information where appropriate.
- Where a matter is confidential, the Committee shall report decisions or recommendations to Full Council without unnecessarily disclosing personal or sensitive information.
- Committee members must securely destroy or permanently delete all personal notes, drafts and electronic or physical copies of committee packs once the minutes of the meeting have been formally approved.
- All official records regarding an employee must be kept for 6 years after employment ends.

Version History

Date	Summary of Changes
6/10/26	New Committee TOR

This Terms of Reference will be reviewed annually, next review due October 2027.