



Much Wenlock Town Council  
**HR COMMITTEE**

|              | <b>TERMS OF REFERENCE</b>   |
|--------------|---|
| Membership   | <b>FOUR</b> Members of the Town Council   |
| Quorum       | <b>THREE</b> Members of the Committee   |
| Authority    | Local Government Act 1972, Sections 101 and 102   |
| Conditions   | <p>The Council’s Standing Orders will apply to all meetings of the Committee.</p> <p>The Committee shall be appointed on an annual basis at the Annual Meeting of the Town Council. The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Chairperson.</p> <p>Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a Sub-Committee or to Officers of the Council.</p> <p>The Committee will meet as required.</p> <p>Once approved the minutes will be presented to the next meeting of the Town Council, for noting only.</p> <p>Due to the confidential nature of the business to be transacted it may be necessary to hold meetings in private in pursuance of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.</p> <p>Members of the Committee will receive an agenda and supporting papers in accordance with the Council’s Standing Orders. Other members of the Council will receive an agenda only, sent via email.</p> <p>Notice of meetings will be posted in accordance with the Council’s Standing Orders.</p> |
| Restrictions | <p>Only Members of the Committee may vote on agenda items.</p> <p>Non-Members of the Committee may attend Committee meetings and will only be allowed to speak on an agenda item with the agreement of the Chairman.</p> <p>Non-Committee Members are subject to the same rules as Committee Members regarding confidentiality and the requirements of the Code of Conduct.</p> <p>Non-Members of the Committee have no more rights at Committee meetings than members of the public.</p>   |

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**HR COMMITTEE**

|    | <b>Responsibilities</b>  | <b>Powers</b>   |
|----|--|---|
| 1  | To appoint staff as required to carry out the decisions and functions of the Town Council.                                   | Committee to have the power to resolve the appointment of all staff <b>except</b> the appointment of a Town Clerk, which, by recommendation of this Committee, must be approved by full Council.  |
| 2  | To deal with all employee issues except those referred to the Disciplinary & Grievance Panel and the Appeals Panel.          | Committee to have the power to resolve employee issues except those referred to the Discipline & Grievance Panel and the Appeals Panel.   |
| 3  | To investigate complaints about council administration and procedures.   | Committee to have the power to resolve the outcome of a complaint concerning administrative procedures.<br><br>Committee to have the power to refer a Complaint to the Town Council if necessary. |
| 4  | To investigate complaints about Council employees if referred by the Town Council.   | Committee to have the power to resolve the outcome of a complaint about Council employees.  |
| 5  | To consider and approve the Town Clerk's Performance Review.   | Committee to have the power to approve the Town Clerk's annual performance review.  |
| 6  | To review Contracts of Employment.   | Committee to have the power to approve.   |
| 7  | To review employment policies.   | Committee to have the power to approve.   |
| 8  | To review job specifications.  | Committee to have the power to approve.   |
| 9  | To review employee rates of pay.   | Committee to have the power to approve.   |
| 10 | To review overtime payments and holiday entitlement issues in accordance with the Town Council's Employee Management Policy. | Committee to have the power to approve.   |
| 11 | To delegate areas of responsibility to either a sub-committee, a working group or an officer.                                | Committee to have the power to delegate.  |
| 12 | To contribute to the development of the Town Council's Strategic Plan.   | Committee to make proposals to full Council.  |

The Committee **may not** consider:

-  Complaints by one Council employee against another Council employee, or between a Council employee and the Council as employer. These matters are dealt with under the Council's disciplinary and grievance procedures.
-  Complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on 3<sup>rd</sup> March 2022 and, if a complaint against a councillor is received by the Council, it will be referred to Shropshire Council's Monitoring Officer.