

<p><b>PRUDHOE TOWN COUNCIL</b>  <b>HUMAN RESOURCES COMMITTEE</b>  <b>TERMS OF REFERENCE AND REPORTING STRUCTURE</b></p>
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The Human Resources (HR) Committee shall be comprised of 5 councillors (excluding *ex officio* members), of whom a minimum of 3 must be present and voting at a meeting for a quorum to be found. The Chairman and Vice-Chairman of the Council are members *ex officio*.

The Committee shall normally be clerked by the Clerk to the Council, who is required to advise the Committee on matters falling within its remit. However, the Committee may be required to make other arrangements for the Committee to be clerked, for instance where a matter concerns the employment of the Clerk.

The Committee shall hold two meetings a year, or more if necessary.

As a committee a formal summons for each meeting is required, in line with council standings orders; a public and a private session (section 68) agenda will be agreed by the HR Chair and Clerk. All Councillors will receive a full agenda (including section 68); only items up to section 68 will be made public.

A draft report of each meeting will be included at the next available Ordinary Meeting of the full council.

**The HR Committee shall be responsible for the following:**

1. The process of staff recruitment, including interviews. Recruitment interviews shall be conducted by a panel of 3 members of the Committee, with the Clerk in attendance where posts report to the Clerk.
2. Making recommendations to Council regarding staff appointment and remuneration.
3. Recommendations of employee job descriptions and terms and conditions of employment.
4. Employee appraisals. Employees shall be appraised at least once a year, or as otherwise agreed, by a nominated person.
5. Internal disciplinary and grievance matters. The Committee shall be empowered to adjudicate these matters, subject to right of final appeal to the full Council in respect of any adjudication.
6. Monitoring compliance by the Council with employment law, including equality legislation.
7. Monitoring compliance by the Council with Health & Safety legislation.
8. Recommendations of programmes of continuous professional development in respect of all employees to the chair of the council.
9. Recommendations to Council in respect of the Council's staffing resources and recommendations in respect of any other budget considerations relating to HR, i.e. seeking outside consultants, training, staff welfare.
10. To review the Committee's terms of reference on an annual basis.

**CURRENT MEMBERS**

Cllr Russ Greig (Chair)

Cllr Chris Cuthbert

Cllr Brenda Grey

Cllr Andy Gill

VACANCY

Cllr Tracy Gilmore (Ex Officio)

Cllr Gerry Price (Ex Officio)