



HR Committee Terms of Reference

1. Purpose

- 1.1 Responsible for the human resources of the Council including volunteers.

2. Responsibilities

- 2.1 To advise Council on issues of the terms and conditions of service including pay and pension provision of employees.
- 2.2 To review and appraise the performance of employees and to recommend adjustment of salary levels.
- 2.3 To ensure the Council complies with all legislative requirements relating to the employment of staff.
- 2.4 To review all employment policies and procedures periodically.
- 2.5 To oversee the appointment and recruitment process of Council employees.
- 2.6 To refer any staff disciplinary matter in accordance with the Council's Disciplinary Procedure.
- 2.7 To refer any staff grievance in accordance with the Council's Grievance Procedure.
- 2.8 The Chair and Vice Chair of the Council to provide line-manager function for Chief Officer, including responsibility for day to day matters, such as authorisation of holiday, sick leave and absence from work. The Chief Officer to do so for any other staff.
- 2.9 To oversee the deployment of volunteers.

3. Membership

- 3.1 Councillors: Emma Sweeney (Chair), John McArdle, Susanna Rustin and Stella Wilson.