

## TERMS OF REFERENCE

<b>NAME OF GROUP</b>	<b>HR COMMITTEE</b>
<b>DATE WRITTEN/REVISED DATE IMPLEMENTATED</b>	15/07/2022
<b>PURPOSE ROLE OF THE GROUP</b>	To support the staff and act on behalf of the council on all matters relating to Human Resources Responsible for recruitment of new staff and agreeing salaries. Consider Town Clerk recommendations for Pay Awards Responsible for handling of staff disciplinary matters Monitor Health and Wellbeing of Staff, Councillors and Volunteers Provide reassurances that HR Policies are being implemented
<b>MEETINGS</b>	Monthly meeting with the Clerk other meetings as and when needed
<b>ACCOUNTABILITY</b>	Accountable to Full Council. The committee has an obligation to keep personal and performance information confidential "The Appeal will be heard by a separate panel of elected members who have not been involved in the original disciplinary hearing, who will view the evidence with impartiality". The appeal should be chaired by the Mayor if available.
<b>REVIEW</b>	Annually
<b>MEMBERSHIP</b>	Membership: 5 Councillors Quorum 3 Councillors Membership agreed annually at Full Council, co-opt members as vacancies arise
<b>RESPONSIBILITIES OF MEMBERS</b>	Members are expected to <ul style="list-style-type: none"> <li>a) Apply objective and good judgement</li> <li>b) Work within the DMTC Code of Conduct</li> <li>c) Keep all information confidential and not to discuss outside of the committee</li> <li>d) Attend all training offered to them</li> <li>e) Provide an annual report to Full Council</li> </ul>