

Watton Town Council HR Committee Terms of Reference

The HR Committee is responsible for all staffing matters for the whole Council and includes all training and development matters including that for elected members.

Dates of meetings will be published but all agendas are likely to have a resolution to exclude the public as the first item on the agenda.

Minutes of HR Committee meetings will be provided to all members of the Council.

1. Membership – 5 annually elected members of the council plus one named reserve

2. Delegated Business

The Committee has been delegated authority to deal with the following matters to conclusion within the procedures set by the Council:

2.1 To carry out the Town Clerk's staff appraisal and agree objectives.

2.2 To agree and arrange training requirements for staff and Councillors within the agreed budget.

2.3 To consider, and bring to a final conclusion, any matters of grievance or discipline as outlined by the policies applicable to all members of staff employed by the Town Council.

2.4 To discuss with the Town Clerk, and staff concerned, any issues relating to staffing levels and re-grading, pay levels and staffing structures and refer back to the Full Council.

2.5 To receive and note annual and other appraisals and be the point of contact for any appeal.

2.6 To deal with any staff complaint concerning the Town Clerk.

2.7 To deal with any staff matters referred by the Town Clerk.

3 Terms of reference to be reviewed and agreed annually by the Full Council.