



PATELEY BRIDGE TOWN COUNCIL

The Council Chamber, King Street

Pateley Bridge, HG3 5LE

www.pateleybridgetowncouncil.gov.uk

Terms of Reference: Human Resources Committee

1. Scope

The purpose of the Human Resources Committee is to

- a) Have delegated responsibility for the recruitment process including interviewing candidates and making a formal job offer. A recommendation will be submitted to Full Council to ratify the appointment of the Town Clerk/RFO
- b) Carry out annual staff appraisals by October each year and to present a summary to Full Council
- c) Manage annual leave and other leave requirements
- d) Review attendance, short and long term sickness
- e) Manage grievance and disciplinary matters and matters relating to staff conduct and performance
- f) Have delegated powers to consider pay awards, increments and payroll management and to make recommendations to Full Council, as necessary.

2. Membership

- a) To be elected each year at the Annual Meeting in May
- b) To consist of four members.
- c) The Chair of the Committee is to be elected annually at the Annual Council meeting of Pateley Bridge Town Council and shall hold office until the next Annual Council meeting
- d) The quorum of the committee is three

3. Operation

- a) The Human Resources Committee should meet a minimum of three times a year. It will usually be necessary to exclude the press and public due to the confidential nature of the business to be transacted
- b) The Town Clerk will call Human Resources Committee meetings. Members will be summoned to attend meetings which will be held in a meeting room in the parish and Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.
- c) Minutes of Human Resources Committee meetings will be recorded by the Town Clerk and circulated at the Full Council meetings.
- d) The Committee has delegated authority to deal with dispensations in relation to items on the committee's agenda

4. Review

These terms of reference are to be reviewed annually at the Annual Council meeting.

Adopted by the Council at the Annual Meeting of the Council on the 3rd May 2022