

Walton Community Council

HR COMMITTEE

Terms of Reference & Delegated Powers

The Council has resolved to create a Human Resources (HR) Committee to advise and preside over all matters relating to the recruitment, development, and training and performance management of the staff employed by the Council.

Terms of Reference

1. The Committee will report to the Full Council which has overall responsibility for Council finance and resourcing.
2. The Committee will be responsible for reviewing and approving all job descriptions, salary scales and contracts of employment for all staff whether directly employed or hired as contractors.
3. The Committee will ensure that staff performance and well-being is regularly appraised and will oversee the resolution of any performance issues that may arise.
4. The Committee will ensure that the remuneration and benefits offered to existing and new staff is in line with industry standards, is fair and affordable to the Council.
5. The Committee will ensure that the Council operates within all the relevant legislation relating to the employment of staff.
6. The Committee will be responsible for all Council policies and procedures relating to the employment and well-being of staff.

Delegated Powers

1. The Committee will manage the budget for all staff remuneration, benefits and training.
2. The Committee will recommend and seek approval from the Full Council for changes to staff remuneration and benefits when appropriate, if the changes are beyond the existing staffing budget.
3. The Committee will take sole responsibility for investigating and resolving disputes between staff members or between staff and Councillors or between staff and any third parties as per current policies.