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TERMS OF REFERENCE – HUMAN RESOURCES

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Version Control:

Version	Date	Author	Rationale/Detail
0.1	18/05/2022	Town Clerk	

Membership

The Committee shall consist of four Members plus Chairperson and Vice Chairperson (ex-officio)

Members wishing to serve on this Committee should provide a brief summary of their qualifications and expertise in the area of personnel matters prior to being selected to becoming a member of this committee. Members of this Committee will be provided with training on an ongoing basis, which they will be expected to undertake.

Delegated Responsibility

The Committee has delegated authority to deal with the following matters to conclusion:

- Matters relating to the appointment, promotion, retention, discipline, salary and conditions of service of all staff of the council
- To discuss with the Town Clerk, and staff concerned, any issues relating to staffing levels and re-grading, pay levels and staffing structures and make recommendations to the Policy & Resources Committee.
- Compliance with statutory requirements relating to employment and health and safety of staff
- The development and maintenance of policies relating to equal opportunities and access for people with impairments for existing staff and potential applicants
- The training and development of staff

- All matters affecting the appointment, probation, promotion, discipline, salary and conditions of service of the Town Clerk
- To prepare budget proposals for the following financial year and to refer to the Policy and resources committee

The Human Resources Committee may exercise the powers of the council in regard to:

- The appointment of a grievance and disciplinary panel to consist of 4 councillors, to include the Chairperson of the Council
- To consider, and bring to a final conclusion any matters emanating from Grievance and Disciplinary procedures contained in the Contract of Service applicable to all members of staff employed by the Town Council.

GRIEVANCE AND COMPLAINTS PANEL

Parent Committee

Human Resources Committee

Membership

Three members elected by the Town Council and chaired by the Town Council Chairperson

Delegated Business

- The panel will consider, in conjunction with the Human Resources Committee, as and when necessary any grievances raised by members of staff.
- Hearings for grievance, disciplinary and capability matters in accordance with the Council's Grievance and Disciplinary Policy & Procedures
- Dealing with any grievance, disciplinary and capability matters to a final conclusion, only reporting to the Council when the time for any appeal has passed
- It is vital that the Grievance and Complaints Panel keeps confidential its deliberations and decisions in cases of grievance, disciplinary and capability hearings, because if an appeal against a decision is received it must, legally and in the interests of fairness, be heard again by elected members with no prior knowledge of the case
- Appointment of an appeals panel, if necessary

APPEALS PANEL

Parent Committee

The Town Council. The panel will meet on “a required basis”

Membership

Three members elected by the Town Council and chaired by the Town Council Vice-Chairperson

Delegated Business

- The panel will consider, in conjunction with the Town Council, as and when necessary any appeals raised by members of staff.
- The appeals panel is delegated to make decisions on behalf of the Council in the following matters
- Appeals against decisions made by the Human Resources Committee in grievance, disciplinary and capability matters
- Dealing with appeals to a final conclusion/ only reporting to Council its actions is has taken at the end of the process