

Terms of Reference

HUMAN RESOURCES COMMITTEE (NINE MEMBERS OF THE COUNCIL)

Functions	Delegation of Functions
To deal with the discharge of duties under Paragraph 4.4 of the Officer Employment Procedure rules	Onward delegation to a 5 member sub-committee drawn from the Human Resources Committee (to include at least one Cabinet Member)
To deal with the discharge of duties under Paragraph 5 of the Officer Employment Procedure Rules (disciplinary cases involving the Head of Paid Service, Monitoring Officer and Chief Finance Officers).	Onward delegation to a 5 member sub-committee as detailed above. If the sub-committee considers dismissal might be a sanction, an Independent Persons Panel will consider matters and report back to the sub-committee. The Panel will be made up of two/three Independent Persons (one of which will be the Council's Independent Person appointed through the standards process).
To consider any appeals against the decision of the sub-committee in relation to the discharge of duties under Paragraph 5 of the Officer Employment Procedure Rules (disciplinary cases involving the Head of Paid Service, Monitoring Officer and Chief Finance Officers) where such decision is to impose a sanction that falls short of dismissal.	Onward delegation to a 5 member appeals panel drawn from HR Committee (if appropriate) and the wider Council membership if needed.
Power to appoint staff, and to determine their terms and conditions of service, including procedures for dismissal (other than matters covered by the Employment Procedure Rules in Part 4 of this Constitution).	Onward delegation to officers.
To consider appeals against grading, termination of probation periods and grievance by employees (subject to the below).	Onward delegation to the Chief Executive and Directors.
To consider any grievances in accordance with the statutory officer terms and conditions of service.	Onward delegation to a 5 member sub-committee drawn from the Human Resources Committee.
To consider any appeals against the decision of a grievance sub-committee in accordance with the statutory officer terms and conditions of service.	Onward delegation to a 5 member appeal panel drawn from the Human Resources Committee (if appropriate) and wider Council membership if necessary.
To make recommendations to the Council with regard to the overall manpower requirements of the Council.	Onward delegation to the Chief Executive.
To approve minor amendments to the staffing establishment of the Council provided that such changes do not have any significant financial impact and can be met from within existing budgets.	Onward delegation to the Chief Executive and Directors.

Terms of Reference

Functions	Delegation of Functions
<p>To formulate and implement uniform and equitable policies concerning all employees of the Council having regard, in particular, to:- the recruitment, training, promotion, grading, determination of wage and salary scales and conditions of service of employees and matters of a like nature; and the implementation of agreements, etc., concerning salaries, wages or conditions of service awarded or recommended by any of the appropriate wage negotiating bodies and the taking of any necessary consequential action in respect of employees not directly affected by an award or recommendation, subject to such delegation not exceeding a cost of £250,000.</p> <p>These restrictions do not apply in the case of approval of Human Resources Documents.</p>	<p>Onward delegation to the Chief Executive, Director of Strategy, Innovation and Resources and Chief Finance Officer</p>
<p>To implement all statutory superannuation, pension and compensation provisions.</p>	<p>Onward delegation to the Chief Executive and the Directors</p>
<p>To consider appeals against dismissal by established employees other than matters covered by the Employment Procedure Rules in Part 4 of this Constitution.</p>	<p>Onward delegation. A panel of 3 members drawn from the committee</p>