

STONEHOUSE TOWN COUNCIL
HUMAN RESOURCE SUB-COMMITTEE
TERMS OF REFERENCE

1. The Human Resource Committee (HR) is a Sub Committee of the Town Council reporting to Business Committee

2. It is comprised of the Chair and Vice Chair of Council, the Chair or Vice Chair of each of the Council's Standing Committees (Business and Environment Committees). Two additional Councillors, elected at the Annual Meeting, will complete a HR committee of six Councillors. For the meeting to be quorate three Councillors must be present.

Should vacancies arise between annual town council meetings, they will be filled at the next town council meeting

3. The Chair and Vice Chair will be elected at the first HR meeting immediately following the Annual Town Council Meeting.

4. The HR Committee will meet on alternate months (as detailed in the council's meeting calendar) in sufficient time to submit any recommendations to the next Business Committee meeting. Additional HR Sub Committee meetings may be arranged should they be necessary.

5. HR Committee functions are:

a. To annually review staff conditions, salaries and staff appraisals including:

- i) Staffing levels and structures.
- ii) Recruitment and selection.
- iii) Staff retention.
- iv) Salary allowance and expenses.
- v) Training of staff and Councillors.

b. To monitor all processes and procedures relating to staffing.

c. To monitor employment contracts, related documents and policies.

d. To provide health and safety oversight

Note: The day-to-day management and supervision of the Council's staff is the responsibility of the Proper Officer (Town Clerk).

6. The HR Committee will ensure it has a sufficient level of HR expertise which could include the contracting of external specialist services.

7. HR Sub Committee will operate in accordance with the relevant Council policies when dealing with recruitment, grievance or disciplinary matters. The Human Resource Committee will take an oversight role on all disciplinary matters.

Note: Grievance and disciplinary matters are covered in Stonehouse Town Council Policy Documents:

- a. Complaints Policy
- B. Code of Conduct
- c. Staff Handbook

Adopted by Town Council: 8th December 2025 Minute No: TC3541

Next Review: May 2026