



# PRINCES RISBOROUGH TOWN COUNCIL



**TO: THE MEMBERS OF THE ADMINISTRATION AND HUMAN RESOURCES COMMITTEE  
(Councillors I McLaughlan, A Ball, J Coombs, A Turner, P Summerbell and M Walsh)**

Dear Councillor,

You are summoned to attend a meeting of the **Administration and Human Resources Committee** to be held at **The Princes Centre, Clifford Road, Princes Risborough** on **TUESDAY 25<sup>TH</sup> JUNE 2019 at 12.00 PM** when the business set out in the following agenda will be transacted.

Susanne Griffiths  
Clerk to the Town Council  
18<sup>TH</sup> June 2019

## AGENDA

**1. Election of Chairman**

**2. Election of Vice Chairman**

**3. Welcome and Apologies for Absence.**

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk.

**4. Acceptance of Minutes of Previous Meeting of the 29<sup>th</sup> April 2019.**

To receive and approve as a correct record the [minutes](#) of the Administration/Human Resources meeting held on the 29<sup>th</sup> April 2019.

**5. Declarations of Interest and Dispensations**

To receive any pecuniary or non-pecuniary declarations of interest and confirmation of any relevant dispensations.

- i) Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer of it.
- ii) Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council (see Dispensation Procedure).

**6. Public Forum**

Ten minutes are available for the public to express a view or ask a question on relevant matters on the following Agenda, as provided for in Standing Order Numbers 3 (e-k). The public are welcome to stay and observe the rest of the meeting.

**7. Correspondence**

To discuss and decide on a response to correspondence received relating to the Admin & HR Committee

**8. Terms of Reference**

To review and approve the terms of reference for the Admin & H/R Committee

**9. Office Furniture**



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- a) To discuss and decide on the purchase of a new set of lockable drawers for the confidential records
- b) To discuss and decide on the purchase of staff lockers for the Maintenance Team

## 10. **Future Agenda Items**

To receive items to be included in the next agenda that fall under the remit of this Committee.

## 11. **Exclusion of the Press and Public**

To pass a resolution to exclude the public and press in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 to discuss staff matters and decide on the preferred contractor to repair a Town Council vehicle.

## 12. **Date of Next Meeting**

To note the date of the next meeting.

**Distribution – all Councillors, Noticeboards and Council website.**

**MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND.**

**Terms of Reference for the Admin & H/R Committee**

The Admin & H/R Committee will have responsibility for the following functions on behalf of Princes Risborough Town Council (PRTC):

1. To hold four meetings per year, with additional meetings as necessary.
2. To be mindful of compliance with national Equality, Diversity and other relevant employment policies and legislation.
3. To draft, implement, review, monitor and revise policies for staff.
4. To establish and keep under review the staffing structure, in consultation with the Finance Committee, with particular regard to PRTC's total Admin & H/R costs in relation to the precept.
5. To make recommendations on staffing related expenditure to the Finance Committee.
6. To establish and review salary pay scales for all categories of staff and to be responsible for their administration and review.
7. To consider any appeal against a decision in respect of pay.
8. To oversee the recruitment and appointment of staff.
9. To arrange execution of new employment contracts and changes to contracts.
10. To establish and review performance management (including annual appraisals) and programmes for members of staff.
11. To oversee any process leading to dismissal of staff, including redundancy.
12. To keep under review staff working conditions and Health & Safety matters.
13. To monitor and address regular or sustained staff absence.
14. Subject to PRTC's Grievance Policy, the Town Clerk/Responsible Financial Officer shall contact the Chair of the Admin & H/R Committee in respect of an informal or formal grievance matter.
15. Subject to PRTC's Grievance Policy, if an informal or formal grievance matter raised by the Town Clerk/Responsible Financial Officer relates to the Chair or Vice-Chair of the Admin & H/R Committee, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of Full Council.

16. To consider any appeal against a decision in respect of a grievance or disciplinary matter.
17. The Chair of the Admin & H/R Committee, or in his/her absence, the Vice-Chair of the Admin & H/R Committee, shall upon a resolution of the Council, conduct the review of the performance and annual appraisal of the work of the Town Clerk/Responsible Financial Officer. The reviews and appraisals shall be reported to the Admin & H/R Committee and will be subject to approval by recommendation of the Admin & H/R Committee to Full Council.
18. The Town Clerk/Responsible Financial Officer has delegated authority to manage attendance, short term sickness absence, return to work interviews, annual leave, maternity leave, paternity leave, adoption leave, carer's leave, compassionate leave, flexible leave requirements and staff inductions in line with PRTC's current policies.
19. The Town Clerk/Responsible Financial Officer has delegated authority to conduct annual staff appraisals, supervision interviews and training requirements.
20. The Town Clerk/Responsible Financial Officer has delegated authority to undertake Admin & H/R interviews, accompanied by an Admin & H/R Committee Member, for any issues where it is deemed necessary.
21. All staff records in respect of performance, capabilities, grievance or disciplinary matters, in both hard and soft copy, shall be kept securely. These records will only be accessible to the Town Clerk/Responsible Financial Officer and the Chair of the Admin & H/R Committee. Hard copy records will be kept in a locked filing cabinet and soft copy records shall be password protected and encrypted.
22. These Terms of Reference should be reviewed and updated at the first meeting after the Annual Meeting of the Council held in May, or when legislation or best practice guidance is amended.