

Terms of Reference for the Admin & H/R Committee

The Town Council discharges its function in relation to the following matters to this Committee, it is not necessary for the Town Council to ratify Committee decisions as long as resolutions are made under these terms of reference under section 101 of the Local Government Act 1972

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 for approval.
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.

These functions and terms are to be read in conjunction with the Standing Orders and Financial Regulations of the Council.