

Terms of Reference
Glynneath Town Council
Human Resources Committee



Membership: As determined by Full Council

Chairperson/Vice-Chairperson: To be elected by the membership of the Committee

Quorum – Refer to Standing Orders

Meetings – a minimum of two meetings to be held annually

Areas of Responsibility – Items relating to employer responsibilities of the Town Council

Remit of the Committee:

- To annually review staff contracts, job description and conditions of service and make recommendations to Council
- To receive and review the annual appraisals of all members of staff and to report to Council when completed
- To ensure an effective system of performance management is maintained at the Town Council
- To ensure the Town Council complies and makes the necessary recommendations in response to the legislative requirements relating to the employer of staff
- To respond to any staff disciplinary matter in accordance with the Council's Disciplinary Procedure and report to the Council on the outcome
- To respond to any staff grievance in accordance with the Council's Grievance Procedure and to report to the Council on the outcome
- To periodically review all employment policies and procedures, including the Grievance and Disciplinary Procedures, and the Equality Statement, Fairness and Dignity at Work Policy.
- To oversee the appointment and recruitment process of Council employees.
- To ensure employees are appointed in accordance with the Council's Recruitment Procedure, Equal Opportunities Statement and Guidelines on Employment Practice.
- To review health and safety at work for all employees
- To facilitate Clerk's appraisal

Participation of Non-Members of the Committee: Non-Members may not attend this committee meeting.