



Cyngor Dinas

**Bangor**

City Council

# **Human Resources Committee**

## **Terms of Reference**

APPROVAL DATE: 5th June 2023

REVIEW DATE: June 2024

MINUTE NUMBER: 18/23

## **1. PURPOSE**

- 1.1. The purpose of the committee is to facilitate the discharge of the council's responsibilities as an employer and make recommendations on such matters to the council.

## **2. MEMBERSHIP**

- 2.1. The committee shall comprise six councillors, including the Mayor, who shall Chair the committee, the Deputy Mayor, the Chair and Deputy Chair of the Assets Committee and two additional Councillors. It should be ensured that no more than half of the committee, is representative of a single political party. In this eventuality, the Council shall nominate an additional Councillor to replace a Councillor from such party.

## **3. MEETINGS**

- 3.1. Meetings will take place as required but at least once annually to review staff structure and conditions.

## **4. COMMITTEE SERVICES**

- 4.1. The committee will be serviced by the City Director or his/her Deputy.

## **5. VOTING**

- 5.1. Voting shall be in line with Council Standing Orders, which means that each member shall have a single vote. Additionally, the chairperson has a second 'casting' vote to be used when a vote is tied equally.
- 5.2. A named vote can be requested by any member of the committee.

## **6. ROLES AND RESPONSIBILITIES – STAFFING MATTERS – GENERAL**

The Council delegates responsibility to the HR Committee:

- 6.1. To establish and oversee the staffing structure and keep it under review.
- 6.2. To monitor and review policies for staff.
- 6.3. To ensure that annual salary pay scales and conditions for all staff are maintained in line with City Council policies and NALC National scales.
- 6.4. To oversee the recruitment process of staff:
  - 6.4.1. To make recommendations to full Council regarding the appointment and terms of the City Director, for City Council for approval.
  - 6.4.2. Other Staff will be interviewed and appointed by the City Director, in consultation with the Committee.
- 6.5. To arrange the execution of new employment contracts and changes to contracts, as required.
- 6.6. To keep under review staff working conditions and health and safety, particularly in relation to changes to employment and health and safety legislation.
- 6.7. To consider any health and safety or staff wellbeing matters brought to the committee's attention.
- 6.8. To establish and review performance management including appraisals:
  - 6.8.1. The City Director will be undertaken by the Mayor or Deputy Mayor and reported to the Human Resources Committee.

6.8.2. Staff appraisals will be undertaken by City Director and reported to Human Resources Committee.

6.8.3. The Mayor may draw upon the support of another councillor or an independent advisor, with the relevant skills, in all matters relating to the City Director.

6.9. Overtime/TOIL/ Leave requests.

6.9.1. City Director overtime, TOIL and leave requests will reported to the Mayor or their Deputy.

6.9.2. Staff overtime, TOIL and leave requests authorised by the City Director.

## **7. ROLES AND RESPONSIBILITIES – STAFFING MATTERS – GRIEVANCE, DISCIPLINARY AND DISMISSAL.**

The Council also delegates authority to the HR Committee :

7.1. To implement and oversee the Council's grievance or disciplinary procedures as and when required.

7.2. To obtain outside specialist advice, for example (but not limited to), One Voice Wales, the Council legal advisers, NALC or SLCC, if required.

7.3. Where appropriate refer the outcome of any grievance/disciplinary matter, together with recommendations to full Council.

7.4. Following a decision by Full Council, to oversee any process leading to disciplining or dismissal of staff (including redundancy).

7.5. To apply any decisions/correspondence in respect of an upheld grievance.