

BRANDON TOWN COUNCIL

Human Resources Committee

Terms of Reference

1. The role of the HR Committee is to provide support and advice to line managers and supervisors consistent with HR Legislation compliance and operating through existing Brandon Town Council decision making protocols/Standing Orders. Provide an 'Overview' from an HR perspective.
2. The HR Committee will be representative of current Councillor membership and independent of any political bias.
3. The HR Committee will appoint a Chairman at their first meeting following the Annual Meeting of the Town Council in May each year.
4. In the event of the Chairman's absence from a meeting the members of the Working Party will elect a Councillor to act as Chair for that meeting only.
5. The HR Committee will consist of a minimum of 5 members.
6. The HR Committee will meet quarterly, on a Thursday or in direct response to an HR issue.
7. The HR Committee will review and update as necessary the Brandon Town Council Employee Handbook with Line Managers.
8. The HR Committee will ensure established HR protocols are appropriate and observed.
9. The HR Committee will actively support the seven Principles outlined in the 'Nolan' Principles.
10. The HR Committee will report to Full Council for recommendations to be ratified by a majority vote.
11. The HR Committee will present minutes of the last meeting to Full Council.
12. The HR Committees Terms of Reference will be reviewed by Full Council annually.
13. To update policies and procedures as appropriate.