

LLANSTEFFAN AND LLANYBRI COMMUNITY COUNCIL

TERMS OF REFERENCE

NAME OF COMMITTEE:

HUMAN RESOURCES COMMITTEE (November 2020)

PURPOSE OF COMMITTEE:

- To manage all HR appointments and related issues
- To report to full council on all HR matters
- To consider and respond, when appropriate, to any HR issues that arise in relation to employees of the Llansteffan and Llanybri Community Council.
- To review the appointment of any staff regularly and always on completion of the probationary period.
- To carry out staff appraisal annually.
- To consider staff training needs and budget for them accordingly.
- To take advice from One Voice Wales if necessary.
- To keep staff salaries under review.
- To monitor health and safety issues in relation to staff.

MEMBERSHIP OF COMMITTEE:

- Membership of the committee will be solely councillors.
- Membership will always include the Chair or Vice Chair.
- The Committee will normally comprise 3 members.
- Other councillors may be invited to attend.
- The Committee was established in February 2020.
- The quorum of the Committee shall be 3 members.
- Membership of the Committee shall be determined at the Annual Meeting.
- The Committee Chair and secretary will be appointed from within the Committee by the Committee.

FREQUENCY OF MEETINGS

- The Committee will meet as required for general matters and performance review.
- The annual appraisal will be carried out by a nominated member of the Committee.

DELEGATION OF DECISIONS

- The Committee has delegated powers to make decisions on appointments