Human Resources Committee

Terms of Reference

Human Resources Committee

The committee will consist of 3 members including the Chair who will not be members of the Appeals Committee.

All business, considered by the Human Resources Committee or the Appeal Committee, will exclude the press of public.

1. The committee has delegated powers to:
    a. Make decisions on behalf of the Council about all staffing issues not delegated to the Proper Officer, but can only advise on salaries back to the Full Council for the final decision.
    b. To consider any staff grievances in line with adopted policy. To carry out disciplinary hearings in line with adopted policy, only reporting to Council when the time for any appeal has passed.
    c. To keep under review staff working conditions and health & safety matters. To manage long term sickness, incidents at work and return to work programmes. To review the Council's staffing arrangements and recommend appropriate changes to the Council. To carry out the Proper Officer's annual appraisal.
2. In the absence of the Proper Officer, all staffing issues will be the responsibility of the Staffing Committee including staff welfare and the appointment of temporary staff for the post of Proper Officer and/or RFO as necessary.
3. Staffing Committee may also make policy recommendations relating to: Conditions of Service. Staffing Levels. The Committee may refer specific matters to the Council for a final decision if it so wishes

Appeals Committee

Terms of Reference

The committee will consist of 3 members excluding on the Human resources Committee.

The Appeals Committee is delegated to make decisions on the behalf of the Council in the following matters:

- Appeals against decisions made by the Human Resource Committee in grievance, disciplinary and capability matters.
- Dealing with appeals of a final conclusion, only reporting to Council the actions it has taken at the end of the process.

The Committee may refer specific matters to the Council for a final decision if it so wishes.

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