

Terms of Reference

4. Human Resources Committee

- 4.1 The purpose of the Human Resources Committee is to consider member and officer issues, including:
 - 4.1.1 To consider breaches of the council's code of conduct for members and, based on the report of West Dorset District Council's monitoring officer, recommend to Full Council any sanctions that should be applied to that member under the council's voluntary code.
 - 4.1.2 To undertake an annual review the council's code of conduct and make recommendations to the Full Council on any revisions that are required.
 - 4.1.3 To consider the establishment structures, staffing levels, job descriptions, person specifications, job evaluations, and the remuneration levels
 - 4.1.4 To ensure that the council has policies and procedures in place to meet its human resources and health and safety statutory responsibilities
 - 4.1.5 To consider and review human resources and health and safety policies and procedures
 - 4.1.6 To appoint the town clerk, deputy town clerk and operations manager
 - 4.1.7 To appraise the performance of the town clerk and set his/her annual objectives
 - 4.1.8 To consider grievances and complaints against the town clerk
 - 4.1.9 To consider appeals against grievance and disciplinary decisions made by officers
 - 4.1.10 To annually consider the development of the council's workforce
 - 4.1.11 To commission periodic surveys to assess employee satisfaction
 - 4.1.12 To annually consider levels of member and staff attendance, the number and type of complaints against employees, the number and type of grievances, disciplinaries and employment tribunals
 - 4.1.13 To consider incidents of whistleblowing by employees
 - 4.1.14 To monitor the learning and development of members and staff.