

HUMAN RESOURCES COMMITTEE

Terms of Reference

Overview

To discharge functions relating to the terms and conditions of staff, including procedures for the dismissal of staff and determining the pay and grading, other terms and conditions, disciplinary action, dismissal and early retirement of 1st and 2nd tier posts and post holders except for matters relating to staff selection, appeals, or complaints or any other matters that fall within the remit of the Appeals Committee or Selection Committee¹. The dismissal of 1st and 2nd tier officers is subject to the Officer Employment Rules (OER7). Any disciplinary action of the Head of Paid Service, Monitoring Officer or Chief Finance Officer must be in accordance with OER6.

Functions

Full Council has delegated the following functions to the Human Resources Committee to the extent specified above:

- To recommend to full Council, the annual pay policy statement including any amendments that may need to be made to the policy statement from time to time
- To recommend to Council, any changes to the pay and grading arrangements for first and second tier officers
- To approve changes to the pay and grading of first and second tier officers within the policy framework approved by full Council (the pay policy statement)
- Determining the pay and grading arrangements of all other employees
- Power to determine the terms and conditions on which employees hold office (including procedures for their dismissal) (section 112 Local Government Act 1972)
- Functions relating to local government pensions etc. (Regulations under section 7, 12 or 24 of the Superannuation Act 1972).