

# **Ynysawdre Community Council**

## **Cyngor Cymuned Ynysawdre**

### **Human Resources Committee Terms of Reference**

#### **Pwyllgor Adnoddau Dynol Cylch Gorchwyl**

**ADOPTED 10 JULY 2018**

- **Matters discussed will be CONFIDENTIAL and the public will be excluded**
- **If a members makes confidential matters public, they would be in breach of the Code of Conduct**
- **Members must state any conflict of interest which may result in them being excluded from the meeting**

**The sub-committee shall consist of three members of the Council and a chairperson shall be elected during the Annual General Meeting of each civic year. Three members shall constitute a quorum**

The aim of the **Human Resources Committee** is to oversee and advise the council on all matters relating to Human Resource matters

#### **Responsibilities for the review, proposing action or recommendations concerning**

- To annually review the Clerks salary level, contract of employment, job description and make recommendations to Full Council
- To maintain a satisfactory system of performance management for the Clerk
- To ensure the Council's compliance with legislation relating to the employment of staff
- Employee matters including remuneration
- To respond to any staff disciplinary matter in accordance with the Council's Disciplinary Procedure
- To respond to any staff grievance in accordance with the Council's Grievance Policy