



GILLINGHAM TOWN COUNCIL

Human Resources Committee

Terms of Reference

The HR Committee is appointed to make decisions about staffing matters, subject to budget and expenditure limits and has responsibility for the following:

1. Reviewing the staffing structure as and when required.
2. Keeping up-to-date with employment legislation and implementing the required changes.
3. Drafting new employment policies as determined by legislation or the needs of the Council, prior to consideration and approval by the Finance and Policy Committee.
4. Reviewing employment policies annually (or earlier if there is a change in legislation) and drafting changes, prior to consideration and approval by the Finance and Policy Committee.
5. Implementing any new or revised employment policies or changes to terms and conditions.
6. Establishing and reviewing salary pay-scales for all categories of staff and being responsible for their administration and review.
7. Overseeing the recruitment and appointment of staff.
8. Ensuring contracts are issued for new staff members and overseeing any changes to existing contracts.
9. Establishing and reviewing performance management and staff training programmes.
10. Dealing with the dismissal process for staff (including redundancy).
11. Keeping under review staff working conditions and health and safety matters.
12. Monitoring and addressing regular or sustained staff absence.
13. Making recommendations on staffing-related expenditure to the Finance and Policy Committee.
14. Considering any appeal against a decision in respect of pay.

15. Dealing with grievances and disciplinary matters.

Reviewed and Adopted by Full Council on 26/06/23, minute no. 1077c