



Terms of Reference

Human Resources Working Group

The **AGREED** Members are the Mayor, Deputy Mayor, Cllr Tu, Town Clerk and Linda Evans (HR Consultant).

Membership	<ul style="list-style-type: none"> • The Working Group will be made up of Councillors, the Town Clerk and HR Consultant (Linda Evans).
Roles	<ul style="list-style-type: none"> • The Mayor (ex-officio) chairs the HR Working Group.
Policy	<ul style="list-style-type: none"> • It is expected that all Working Group members abide by the principles and practice of the Town Council Code of Conduct including declarations of interest. A copy of the Code of Conduct will be shared with all members. • Town Council insurance will cover the agreed activities of the Working Group, but Working Group members, in liaison with the Town Clerk, need to ensure that terms of the insurance are not breached. • Working Group have no delegated powers and need Council approval for expenditure.
Purpose	<p>The purpose of the Working Group shall be to:</p> <ul style="list-style-type: none"> • To recruit, maintain, motivate and develop the capability of a high calibre team of officers in the Town Council. • Evolve the council's HR programme. • Review and where necessary modify and improve: <ul style="list-style-type: none"> – Job descriptions – Roles and responsibilities – Processes for objective-setting, 90-day reviews and appraisals. • Review working methods and ways in which productivity can be increased. • Establish training and development needs and opportunities for Officers and Councillors.
Meetings	<ul style="list-style-type: none"> • The working group will arrange to meet with the frequency required to deliver the 2022/23 strategic objectives. • Meetings may take place physically or by Teams, Zoom or telephone as members agree. • The Working Group shall keep a record of meetings and decisions and circulate notes to the Working Group members in a timely fashion.
Finance	<ul style="list-style-type: none"> • Grants and funding can be applied for by the Working Group and held by the Town Council, who will ring-fence the funds for HR purposes only. • All financial transactions will be conducted through the Town Clerk, to ensure that the Town Council Financial Regulations are observed.



Reporting	<ul style="list-style-type: none">• Any recommendations that require Town Council approval shall be prepared in the normal format and included on the Full Council meeting Agenda in agreement with the Town Clerk.• The Working Group shall provide quarterly reports to the Full Council.
Dissolving the Working Group	<ul style="list-style-type: none">• If the Working Group wishes to dissolve it must notify the Town Council.