

EAST HERTFORDSHIRE DISTRICT COUNCIL

HUMAN RESOURCES COMMITTEE – 5 JULY 2007

REPORT BY HEAD OF DEMOCRATIC SERVICES

5. TERMS OF REFERENCE OF THE HUMAN RESOURCES COMMITTEE

'D' RECOMMENDATION - that the report be received.

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1.0 Background

1.1 At its Annual meeting held on 16 May 2007, Council reconstituted the Human Resources Committee with the terms of reference that can be found at Appendix A5 (Pages 5.3 – 5.4) of this report.

1.2 Meetings for the Committee for the current Civic Year are detailed below:

25 October 2007  
8 January 2008  
25 April 2008

2.0 Legal Implications

None

3.0 Financial Implications

None

4.0 Human Resources Implications

None

5.0 Risk Management Implications

None

6.0 Conclusion

The Committee is invited to receive the report on this matter.

Background Papers

None.

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## **HUMAN RESOURCES COMMITTEE**

### **TERMS OF REFERENCE**

The HR committee's functions relate to all aspects of the Council's role as an employer.

This includes the monitoring and strategic overview of HR activity in the following areas:

- Recruitment and retention
- Terms and conditions and benefits offered to employees
- Valuing diversity, with particular reference to achieving a workforce that is representative of our community and achieving a higher level of the equality standard
- Employee relations issues, including disputes
- HR services, including definition of processes and implementation of timetables
- Learning and development, with particular reference to developing staff to ensure that we have the relevant skills to achieve our corporate priorities and also ensure necessary actions are taken to retain IIP status
- Absence management
- The means by which employee performance should be managed, using PDR's and competencies and/or other processes as available

The Committee will also assume responsibility for:

- The approval and implementation of new and revised HR policies as developed
- To consider current, future and potential initiatives and developments in HR thinking and best practice
- Overseeing the implementation and co-ordination of the member training programme
- Acting as the authority's steering group to advise it in relation to the discharge of its responsibilities for health and safety by:
  - providing a focus for the consideration of health and safety matters
  - monitoring the steps taken within the Council to ensure the health and safety of it's stakeholders
  - advising the authority of the steps that may be required to comply with regulations and codes of practice

- Chief Officers dismissal, grading, grievance and redundancy and early retirement pay and appointments (in line with national conditions and local procedures).
- All other matters relating to the employment of staff within the Authority, which are in line with Council procedures and delegated authorities

### Delegated Authority

The Committee has full-delegated authority to act within the remit of its functions. The only limits to this are:

- Decisions which would be contrary to the Constitution
- Decisions which would be contrary to current legislation