

2.0 FUNCTIONS OF COMMITTEES, ETC.

A. RESPONSIBILITY FOR COUNCIL FUNCTIONS

A.4 HUMAN RESOURCES COMMITTEE

7 Members of the Authority

The Human Resources (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 PDRs 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 its 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.