

**Terms of Reference of Committee**

**Human Resources Committee**

**Summary Description:** The Committee is responsible non-executive HR and personnel issues such as recruitment of chief officers and employee appeals against dismissal.

**Membership:** 7 Councillors

Functions	Delegation of Functions
<p>1. To determine major policy on the terms and conditions on which staff hold office within allocated resources</p>	
<p>2. To determine the criteria for the appointment of the Head of Paid Service and other statutory and non-statutory chief officers and deputy chief officers and to establish Appointments Sub-Committees to consider such appointment</p>	<p>The Monitoring Officer and the Director of Workforce, OD and Business Support are authorised to appoint members to Appointment Sub-Committees in line with the Director of Legal and Resource Directorate Schemes of Delegation in Part D of the Constitution.</p>
<p>3. To make recommendations to Full Council on the appointment of the Head of Paid Service</p>	
<p>4. To establish a Sub-Committee to consider any proposal to discipline and/or dismiss the Head of the Paid Service, the Monitoring Officer or the Chief Financial Officer in accordance with the Officer Employment Procedure Rules set out in Part C, Section 38 of this Constitution and to appoint a minimum of two (2) 'Independent Persons' to such Sub-Committee</p>	<p>The Monitoring Officer is authorised to make or amend Committee/ Subcommittee/ Panel appointments in accordance with Section 24 of this Constitution</p>

<p>5. To consider and determine any appeal by employees under human resources procedures requiring a Member level decision.</p>	<p>None</p>
<p>6. To establish an Employee Appeals Sub-Committees to be convened by the Monitoring Officer or Director of Workforce, OD and Business Support as appropriate for determination of the above appeals referred to in paragraph 6 above. Such Sub-Committees to comprise a maximum of five (5) Members of the Council with a quorum of three (3) and as far as possible to reflect ethnicity and gender balance</p>	<p>The Monitoring Officer is authorised to make or amend Committee/ Subcommittee appointments in accordance with Section 24 of this Constitution. 71 The Director of Workforce, OD and Business Support is authorised to appoint Members to Employee Appeals Sub-Committees in line with the Resources Directorate Scheme of Delegation as set out in Part D of the Constitution</p>
<p>7. To receive general update reports on employee appeals against dismissal and other Appeals processes and cases as required (<i>as determined by the Director of Workforce, OD and Business Support</i>)</p>	<p>None</p>

**Quorum:** 3 Members of the Committee.