



Credition Town Council – Terms of Reference

HR Committee

- The committee will meet in July, October, January and April of each year.
- Additional meetings will be arranged as required.
- The committee will comprise 5 Members.
- The quorum of the sub-committee shall be 3 Members.
- The committee will undertake the following role and functions:
 - To take responsibility for general staffing matters (e.g. health and safety matters, implementing policies etc.)
 - To investigate complaints about council employees if referred
 - To handle all recruitment matters, except for the formal appointment of the Town Clerk which is a matter for Full Council, following recommendation by the HR Committee)
 - To consider all matters concerning the council's employees including to issue, vary and terminate employment contracts
 - The committee shall be empowered to take decisions and such action as is seen fit to deal with any unforeseen personnel matters which may arise from time to time, including the council's Employer's Duty of Care and Councillor Conduct
 - To undertake the line management responsibility of the Town Clerk as the most senior officer of the council
 - To carry out the Town Clerk's appraisals, appointing two members from the committee with feedback received from all members
 - To handle any informal or formal grievance and initiating any informal or formal disciplinary action in the first instance
 - To oversee the training requirements of council staff and councillors.

Appeals Sub-Committee

- The sub-committee will meet as required, to consider appeals.
- The sub-committee will comprise 3 Members.
- The quorum of the sub-committee shall be 3 Members, who have not dealt with any aspect of the matter and are not members of the HR Committee.
- The committee will undertake the following role and functions:
 - To hold appeal hearings under any of the Council's personnel policies
 - determine whether any appeal made by a member of staff under any of the Council's personnel policies are valid
 - To determine any appeals under the Council's Complaints Procedure which is delegated to it
 - To approve redress of up to £500.00.

Grants Committee

- The committee will comprise 5 Members.
- The quorum of the committee shall be 3 Members.
- The committee will report directly to Full Council and will undertake the following role and functions:
 - To review the council's Grants Policy and make recommendations for any amendments to Full Council
 - To consider grant applications over £700.00 and make recommendations to the Full Council, in accordance with policy
 - The committee will meet twice per year
 - Additional meetings will be arranged as required.

Crediton Youth Service Delivery Committee

- The committee will comprise 5 members and will be attended by the Town Clerk and/or the Lead Youth Worker
- The quorum of the committee shall be 3 Members.
- The committee will report directly to Full Council and will undertake the following role and functions:
 - To review and recommend the aims and objectives of the youth service
 - To agree and recommend a set of 'values' for the youth service
 - To review the service delivery
 - To provide recommendations to the HR Committee regarding staffing
 - To consider long term aspirations
 - To investigate other operating models, such as a Community Interest Company.

Emergency Committee

- The committee will comprise 4 members.
- The quorum of the committee shall be 2 members.
- The committee shall undertake the following roles and functions:
 - This committee will only meet in times of sudden local or national disaster or emergency and then shall act with the full powers of the council.