

## APPENDIX A

### Joint Human Resources Committee Terms of Reference

Membership: 12 members (6 from each Authority)

The purpose of the Joint HR Committee is to take a corporate strategic view on each Council's Human Resource policies to ensure they contribute effectively to the overall delivery of the corporate strategy and to ratify officer led decisions on employment matters (where appropriate).

(1) With regard to appointments:

- (a) to note the appointment of Chief Executive to the Council;
- (b) with regard to posts of Executive Directors the Committee has the right to comment on proposed appointments (being made by Panels set up for that purpose) but without a right of veto;
- (c) to note any pay award for Chief Officers determined by the Chief Executive in accordance with the Councils' Pay Policy Statements.

(2) With regard to pension matters, appeals and dismissals:

- (a) Agree payments in relation to termination of employment when required and any severance package exceeding £100,000;
- (b) To appoint Panels as appropriate to hear appeals against any officer who is appointed at Service Manager level or above for dismissal or stage two of the Grievance Procedure.
- (c) To appoint one Councillor to represent the Committee on any appeals against dismissal from the Council's employment and appeals at stage two of the Grievance Procedure for officers below Service Manager level.

(3) To adopt new policy aims in respect of the following staffing matters:

- (a) recruitment and resourcing
- (b) pay, pensions and other terms and conditions of employment;
- (c) employee relations;
- (d) learning;
- (e) health and absence management;
- (f) health and safety (in relation to Council staff and Council activities);
- (g) dignity at work/equal opportunities;
- (h) conduct of employees.

*As amended by Full Council at HBC on 17 October 2012 and EHDC 25 October 2012  
As further amended by Full Council at HBC on 17 April 2013, 8 May and by EHDC 9 May 2013*