

Human Resources Committee Terms of Reference (As Amended 31st January 2024)
Agreed 20/05/2026 Minute No. 24

To monitor and review the performance of the Council's officers and to assist them to ensure the effective management of the Council's business.

The Committee shall be five Members, including the Chair of the Council – who shall be Chair of the Committee – and the Vice Chair of the Council.

The Chair of the Committee shall convene an ordinary meeting of the Committee at least once every quarter.

The Committee will exercise on behalf of the Council its powers relating to:

- Recruitment, rates of remuneration, termination of service, education, training, conditions of service, career development and all other similar matters relating to employees and, where relevant (such as in matters of training), members of Council. Where any HR Committee decision leads to a permanent increase in staff resources this will have to be recommended to Full Council for their decision.
- Any bonus payments to staff will have to be recommended to Full Council for their decision.
- Any termination payment that exceeds a member of staff's annual, full pay, medical leave limit will have to be recommended to Full Council for their decision.
- Performance reviews and annual appraisals.
- All matters concerning working conditions, employee service, staff welfare, agreements concerning salaries, sickness and grievance procedures, disciplinary measures, disputes and consultations with employees and their representatives.
- All matters relating to safety at work, risk assessment and safety policies.
- The exercise of any discretion in respect of any employee under the Local Government Superannuation Act and regulations.
- All other routine Human Resource matters within the general policies of the Council.

The Committee shall undertake a review of staffing and pay structure at least once in every financial year and will make recommendations to Full Council.

The Committee shall have the authority to establish sub-committees and/or working groups from within the membership of the Committee and to appoint other Members of the Council to the sub-committees and/or working groups for which it is responsible.

The Committee shall consider the needs of the Community Council area and the opportunities for the Council in regards to the Well-being of Future Generations (Wales) Act 2015, the Blaenau Gwent Public Services Board Well-being Plan and the power to promote or improve economic, social or environmental Well-being under the Local Government Act 2000, and to make recommendations to the Full Council.

The Committee shall have the authority to appoint members of the Committee (or of a sub-committee or working group) who are not Members of the Council. The Committee is advised to actively seek to appoint non-Council Members with specialist knowledge of matters that fall within the remit of the Committee, and these shall for all purposes be treated as non-voting members of that committee, sub-committee or working group.

