

RYE TOWN COUNCIL
HR WORKING GROUP
TERMS OF REFERENCE

Adopted at the Full Town Council meeting held on 20 July 2026

The role of the Human Resources Working Group is to advise the Council on all aspects relating to employees and councillors.

Membership Six Members – appointed by the Council.
Full Council will elect members to the Working Group at the annual Committee Formation Council meeting held in May each year.

Quorum Three Members.

Chairman The Chairman and Vice-Chairman will normally be elected annually at Committee Formation or, otherwise, at the first Personnel Committee meeting held after Committee Formation.

Meetings The HR Working Group shall meet as and when required.
Working group meetings are informal and no decisions will be made.
The Clerk shall attend Working Group meetings.

Responsibilities of the Working Group

- a) To advise on policies and procedures for the line management of the Council's human resources.
- b) To advise on the staffing levels and positions that will efficiently discharge the work of the Council and to review workloads periodically.
- c) To suggest job descriptions and skill requirements for all positions.
- d) Identifying training and development needs.
- e) Considering specific or generic employee issues.
- f) To review and suggest pay and contractual conditions of employees and review/update these as necessary to comply with UK Employment Law as well as good practice, for recommendation to the Personnel Committee and then to Full Council.
- g) To promote and lead the continuous professional development and training of both staff and councillors.
- h) To make recommendation on any grievance and disciplinary matters in accordance with the grievance and disciplinary procedures.

Rules and Regulations

The Councillor's Code of Conduct will apply to all Members of the HR Working Group.

APPENDIX

Responsibilities of the Town Clerk

- a)** Managing (directly and via line managers) other members of the Council's staff and volunteers.
- b)** Managing the Council's personnel function generally.
- c)** Drafting employment policies (for initial consideration by the Committee).
- d)** Conducting annual appraisals of all members of staff and volunteers.
- e)** Dealing with urgent staffing matters (whilst consulting informally with Committee Members).

Responsibilities of the Council

- a)** Appointing/Dismissing the Town Clerk.
- b)** Approving draft/Recommended employment-related policies.
- c)** Agreeing staffing-related annual budgets.