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Human Resources Committee Terms of Reference

Signed: **K. Smith**
The Chair of Full Council

Date: **22.05.2024**

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Reviewed and signed by Full Council	22/05/2024

Human Resources Terms of Reference

Purpose: To consider and to deal with, on behalf of the Council, all staffing matters relating to the staff of the Council including health and safety regulations.

Quorum:

5 Parish Councillors to be appointed annually at the Annual Council Meeting. The quoracy of the committee shall be no less than 3 members. A councillor could act as a back-up with voting rights on behalf of another councillor¹.

Chair

The Chair is to be elected annually by the Human Resources Committee at the Annual Council Meeting. If the Chair of the committee is absent from a meeting a councillor as chosen by the councillors present at the meeting shall preside at the meeting².

Meetings:

Minimum of 6 meetings a year at the Parish Council premises on a weekday on dates agreed by the Council³. The Chair of the committee may convene an extraordinary meeting at any time⁴.

Duties:

- To monitor and ensure the council complies with all legislative requirements relating to the employment of staff and with any relevant regulations, policies, and statutes under advice from the Clerk or a professional where needed.
- To review staffing structures and levels, making any recommendations needed to the Full Council.
- To abide by the parish council's 'Recruitment Policy'.
- To annually review or as required and recommend to Full Council:
 - Contracts of employment
 - Job descriptions
 - Person specifications.
 - Staff salaries.
 - Employee Handbook.
- To liaise with Clerk on matters referring to staff sickness, time keeping, performance, overtime, and holiday.
- To carry out any disciplinary action in accordance with the parish council's 'Disciplinary Policy'.
- To appoint a sub-committee to hear any formal grievances raised in accordance with the parish council's 'Grievance Policy'.
- To investigate any complaints concerning a member of staff under the parish council's 'Complaints Policy'.

¹ Standing Order 4.d.v

² Standing Order 4.d.vi

³ Standing Order 4.d.ii

⁴ Standing Order 6.c

- To encourage development and wellbeing of the staff through training and annual appraisals.
- To report and provide updates on all serious matters to the Full Council in confidential session until the matter(s) are closed.
- With regards to the forecast, the committee shall formulate and submit proposals for the following financial year to the council not later than end of November each year including any proposals for revising the forecast.
- To review operational requirements of all staff.
- To review the staffs training certification are in place and up to date.
- To ensure health and safety for all staff is in place and up to date.

Minutes

All minutes should be recorded and stored in a locked cabinet, a key to which is to be held by the Clerk and spare key in safe.

Admission of the Public and Press

In accordance with 's1 (2) of the Public Bodies (Admission to Meetings) Act 1960' the press and public will be asked to leave the meeting due to the confidential nature of this item.

Delegated Authority:

- a) The committee is given delegated power with regards to the following activities:
 - To make recommendations to Full Council of staff expenditure exceeding their authorised spend.
 - To establish sub-committees and working groups and to appoint advisers as and when necessary to assist in its work.
 - To delegate powers to the Clerk on all HR related issues (except on matters relating to the Clerk). The Clerk will keep the HR Committee informed on events through Chair of the HR Committee and reports.
- b) Committee is authorised to spend up to £5,000

Membership Requirements

- a) All members of the committee are to take relevant training.

Councillors wishing to resign from a committee must do so by notifying the Clerk.