



# HR COMMITTEE TERMS OF REFERENCE

## Contents

- Authority.....2
- Membership.....2
- Quorum.....2
- Frequency of meetings .....2
- Public Participation .....2
- Record of meeting .....3
- Review of terms of reference .....3
- General terms .....3
- Delegated powers including Staff Appraisals .....3

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## **Authority**

The Human Resources Committee is appointed by and is solely responsible to Plaistow & Ifold Parish Council. The Committee's duties are defined & agreed by the Full Council who may vote at any time to modify these.

## **Membership**

- There will be a maximum of five (5) elected Members (voting).
- Members of the Committee are established by the Full Council and then annually at the Annual Parish Council Meeting. Any vacancies arising on the Committee shall be filled by Full Council only.
- Only Councillors appointed by the Full Council are entitled to vote or move or second a motion.
- At its first meeting after the Annual Parish Council meeting, the Committee shall elect a Chair.
- The Council Chair is an ex-officio member of the Committee (voting). The Vice Chair of the Council can be an ex-officio member of the Committee (voting).
- Councillors appointed to the Committee must be willing to commit to undertake employment law training. The Council recognises that well-trained and stable membership of the Committee is desirable and, as such, membership of the Committee should be seen as a long-term commitment.
- A member will not be eligible for nomination to the Committee if they have been the subject of an upheld grievance or finding of a breach of the Code of Conduct by or relating to a member of staff during the previous 24 months.
- Any Member of the Council can attend meetings but must leave the room whenever the press and public are excluded.

## **Quorum**

Quorum will be three (3) members.

## **Frequency of meetings**

Scheduled meetings twice a year and ad-hoc meetings as required.

## **Public Participation**

There will be no public participation at the meetings of the Committee.

## **Record of meeting**

Written minutes will be taken to record the Committee's decisions and will be noted at a following Full Council meeting. If further detailed and confidential minutes are required these will be circulated to Committee members only.

## **Review of terms of reference**

The Committee may review its Terms of Reference annually, before the Annual Parish Council Meeting and make recommendations to the Full Council.

## **General terms**

1. That powers be exercised in accordance with any policy adopted or resolutions made by the Parish Council.
2. That powers be subject to the Council's Standing Orders, Financial Regulations and Code of Conduct.
3. That any proposal which involves any change in the existing policies already approved by the Council shall be submitted to the Full Council for approval.
4. Day to day management of Council matters rests with the Parish Clerk.
5. Urgent/emergency issues within the remit of the HR Committee may be dealt with as they arise by the Parish Clerk in consultation with the Chair of the Committee and one (1) other Committee member.
6. All Members will attend training relevant to the work of the Committee as identified & provided by the Council.

## **Delegated powers including Staff Appraisals**

1. To consider such matters as may be delegated by the Council from time to time.
2. The overall performance of staff, delegating the day-to-day line management to the Parish Clerk.
3. To receive reports from the Parish Clerk in respect of attendance, short and long term sickness, return to work interviews, annual leave, maternity leave, paternity leave, adoption leave, compassionate leave, and flexible leave requirements and with delegated the powers to resolve any associated matters.
4. To review all employment policies in consultation with staff and recommend to full Council for adoption.
5. To maintain the staffing levels necessary to efficiently discharge the work required by the Council and to review the workloads periodically and to recommend changes to the full Council, provided that they comply with existing agreed policies.
6. To oversee the recruitment process of all staff and where required, assist, when required, the Parish Clerk in the recruitment of new staff.

7. To undertake the recruitment of the Parish Clerk with any associated expenditure and making the appointment.
8. To review job descriptions, person specifications, staff establishment (including promotion, re-grading, redundancies, and fixed term contracts) and to approve contracts of employment.
9. To maintain confidentiality over all staffing matters as required under the Data Protection Act 1998 and the Code of Conduct.
10. To deal with all matters relating to Councillor/staff conduct.
11. Staff Appraisals
  - a) To ensure that annual appraisals are carried out, agree, and monitor any associated actions and outcomes.
  - b) The annual appraisal of the Parish Clerk will be undertaken by the Chair of the Committee plus one (1) other Member.
  - c) To oversee staff and Member development including identify training opportunities and ensure that all training needs are met.
12. To consider and implement any changes which are required to comply with legislation and Terms and Conditions of Service as laid down by the National Joint Council (Green Book) and recommended by the National Association of Local Councils and Society of Local Council Clerks.
13. To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure.
14. To investigate and, where appropriate, appoint a panel to hear complaints made under the Council's Grievance and Disciplinary Procedure and full delegated responsibility to take whatever action necessary. If felt necessary, it has the delegated approval (including financial) to seek outside professional assistance to conclude a disciplinary or grievance matter.
15. To prepare and submit to the Full Council budget proposals in respect of salaries and training for all staff not later than 30<sup>th</sup> November each year.
16. Authorisation of expenditure provided that the payment is made from a budget that is within the limits previously approved by the Council.
17. All aspects of Health and Safety that fall within the remit of the Committee.
18. Making recommendations to the Council on all matters not within existing policy.