STRETTON ON DUNSMORE PARISH COUNCIL

HR COMMITTEE TERMS OF REFERENCE

1. PURPOSE

The primary purpose of the Human Resources (HR) Committee is to ensure that the council complies with the requirements of employment law and follows best practice in providing good working conditions for staff, including health and safety. For these reasons the committee meetings will NOT be open to the general public and the minutes of these meetings will be confidential.

2. MEMBERSHIP

The core membership of the committee shall include the Parish Council Chairman and/or Vice-Chairman and sufficient Parish Councillors to create a team of three members. The members should be agreed in a Parish Council meeting. Its quorum shall be three. If a matter arises that deems it inappropriate for any agreed member to be present a committee meeting, another Parish Councillor can be invited to attend in their place. Equally if one of the agreed members is unable to make a meeting for which the agenda has already been issued, any other serving Stretton on Dunsmore Parish Councillor can stand in for them to ensure the committee is quorate. All documents will be provided to that member so they can participate fully in the meeting.

3. MEETINGS

The meetings will be held in person at least once a year after 6pm. The committee may hold additional meetings as the need arises. All meetings will have an agenda which is prepared by the Clerk and displayed in a public place. The minutes will be taken by the Clerk and marked confidential. In the instances where it is not possible for the Clerk to be in attendance the meeting will be minuted by a nominated member of the committee. All HR meetings are confidential and not open to the public to observe.

4. SCOPE

Committee will have the following duties and has full delegated powers in relation to:

a. Recruitment and short-listing applicants for the post of Parish Clerk/ RFO. The successful short-listed applicants to be interviewed by the Human Resources Committee. A recommendation from the Human Resources Committee will be submitted to full council to ratify the appointment of Clerk/ RFO.
b. To support the Clerk in the recruitment and short-listing of any ancillary staff members
c. Reviewing contracts staffing policies and procedures annually.
d. Reviewing job descriptions, person specification, staff establishment (including promotion re-grading, redundancies and fixed term contracts) and to approve all contracts of employment.

e. Approving requests within the training budget for personal development training and health and safety requirements.
f. To conduct annual appraisals for the Parish Clerk/RFO, including pay award and benefit review.
g. To support the Clerk where needed in conducting appraisals and pay awards for ancillary staff.
h. In conjunction with line managers, to consider and take appropriate action relating to all employee's punctuality, sickness absence and requests for amendments to working hours or arrangements.
i. To consider and implement any changes which are required to comply with Employment Law, Health & Safety Law and Terms & Conditions of Service as laid down by the National Joint Council (NJC 'Green book') and recommended by National Association of Local Councils NALC) and Society of Local Council Clerks (SLCC).
j. Reviewing staff pension arrangements.
k. Working to determine the staffing levels necessary to efficiently discharge the work required by the council and to review the workloads periodically.
l. Ensuring that the Clerk has everything required for managing other staff and contractors.
m. Undertaking training identified from time to time to support their role as Council's Human Resources Committee.
n. To appoint from the full council, two members to act as a disciplinary panel and as an appeals panel in the case of any appeal against disciplinary action taken by the Human Resources Committee.
o. To appoint from the full council, two members to hear any formal grievance made by the any member of staff against the outcome of a grievance investigation undertaken by the committee or Parish Clerk.
p. Managing any issues referred to the committee by Full Council.

5. REPORTING TO FULL COUNCIL

The committee will report all of the decisions it has made under its delegated authority to the full council at the next ordinary meeting of Stretton on Dunsmore Parish Council.

Recommendations on the appointment of a Parish Clerk, amendments to budget or policy changes will be made to Stretton on Dunsmore Parish Council at the next appropriate meeting of the full council.