

Sutton Cheney Parish Council – Human Resources Committee Terms of Reference

Sutton Cheney Parish Council agreed to adopt the Human Resources Committee Terms of Reference at its meeting held on 11th July 2018 and has been recorded the decision under Minute 035/18.

1 MEMBERSHIP AND PROCEDURES

- 1.1 The Committee shall consist of a minimum of three Councillors
- 1.2 At the Annual Parish Council Meeting of Sutton Cheney Parish Council, the Parish Council shall appoint the membership of this committee as per the Standing Orders.
- 1.3 A Chairman for the Committee will be elected at the first meeting of the Committee each year.
- 1.4 The quorum of the HR Committee will be three Members.
- 1.5 Co-opted Members may join the committee during the year if authorised by full Council.

2 MEETINGS

- 2.1 The Committee will meet once a year to review all staff contracts, staff appraisals, job descriptions and HR policies.
- 2.2 Extra meetings will be convened as and when necessary – i.e. to deal with grievance or disciplinary matters, to recruit to staff vacancies or to deal with other emerging personnel issues.
- 2.3 Meetings will be in private rather than in public due to the confidential nature of business.
- 2.4 The Committee will submit all its minutes of meetings for consideration to the next appropriate meeting of Sutton Cheney Parish Council
- 2.5 The Parish Clerk will provide administrative support for the Committee

3 CONFIDENTIALITY

- 3.1 All members must preserve confidentiality of all individual staffing matters pertaining to the business of the Committee.

4. DELEGATED POWERS

- 4.1 The Committee will have delegated powers, to act on behalf of the Council, to deal with all personnel, employment, and recruitment issues, except financial matters, which must be referred to full Council for approval.
- 4.2 Members will be advised by the Parish Clerk whether or not a particular item under discussion is within the Committee's delegated powers.

- 4.3 If it is within delegated powers, the minutes will record the decision as RESOLVED. If not, then the minutes will record the decision as RECOMMENDED and it will then be brought to the attention of the Council for decision when seeking approval and adoption of the Committee minutes.

5 POWERS AND RESPONSIBILITIES

- 5.1 To review staffing structures and levels and make recommendations to the Council.
- 5.2 To review annually contracts of employment, job descriptions and person specifications for staff.
- 5.3 To review any pay awards for all employed by the Council and make appropriate recommendations to the Council
- 5.4 To review and agree any adjustments in the hours of work undertaken by the Clerk
- 5.5. To undertake an annual staff appraisal
- 5.6 To appoint from its membership three members to partake in a recruitment panel when necessary and recommend appointments to Council. Recruitment panels will include three members in the case of appointment to the Parish Clerk or RFO posts; and one member of the Committee plus the Clerk for all other posts.
- 5.7 To consider all matters relating to the probationary periods of all new employees.
- 5.8 To liaise with suitable consultants where appropriate to obtain advice, guidance and information on human resource issues when required.
- 5.9 Consider and make recommendations to Council in respect of terms and conditions of employment, grading, salaries and allowances for employees of the Council.
- 5.10 To appoint from its membership three members to partake in a disciplinary panel and as an appeals panel in the case of any appeal against disciplinary action taken by the Parish Clerk as outlined in the Staff Handbook.
- 5.11 To appoint from its membership three members to hear any formal grievance made by the Parish Clerk and any appeal by other staff against the outcome of a grievance investigation undertaken by the Parish Clerk.
- 5.12 To review health and safety at work for all Council employees.
- 5.13 To review all Council policies that relate to staff employment on an annual basis.
- 5.14 To ensure the Council complies with all legislative and policy requirements relating to the employment of staff