

Terms of Reference – Committees

Human Resources (HR) Committee Terms of Reference

Committees in general

A parish council may delegate some, but not all of its functions. Section 101 of the Local Government Act 1972 provides:

That a Council may delegate its powers (except those that cannot be delegated) to a committee; or an officer.

A Committee may delegate its powers to an officer. The delegating body may exercise powers that have been delegated.

A committee may delegate some of its powers to a sub-committee which must not exceed the powers delegated to the parent committee.

Any sub-committee will require suitable terms of reference.

Committee membership and quorum

Membership will be six (6) members of the Parish Council including two ex-officio positions for the Chairperson and Vice Chairperson of the Parish Council.

The quorum of the meeting shall be three (3).

Members will be appointed by Full Council at the Annual Meeting of the Parish Council or any subsequent meeting.

The Chairperson of the committee shall be appointed by the council. The committee shall appoint a Vice -Chairperson at its first meeting in any municipal year.

Meeting frequency

The committee shall meet a minimum of three (3) times per year, at times pertinent to consider the budget for the coming year with regards to staffing related costs, annual staff appraisals and review of HR related policies and procedures and make suitable recommendations to Full Council.

Principle meeting officer

Parish Clerk/RFO

Principle objective

Committee is to consider matters relating to staff, Human Resources (including Members), and volunteers.

Budgetary matters

The Committee has limited role in relation to direct expenditure but has a large role to play in recommending and monitoring staffing budgets.

Delegated roles and functions

Consider matters relating to personnel, Human Resources (including Members) and volunteers.

To establish and review the staffing levels and management structure.

Consider and review all personnel and volunteer policies.

Oversee the job recruitment process with the power to appoint personnel other than the Proper Officer and Parish Clerk/RFO which is reserved to Full Council.

Recommend to the Finance and Strategy Committee a staffing budget as part of the annual budget creation process.

Manage any process leading to dismissal or redundancy of staff.

Review performance management (including annual appraisals, target setting) and consider matters relating to training (including Member and Volunteer training) and staff Continuous Professional Development.

Determine matters relating to staff pay, which includes increment increases and appeals.

Monitor staff absence and manage any issues arising.

Keep under review staff working conditions, including health and safety procedures.

Consider grievance or disciplinary matters.

Nominate a Member or Members of the Personnel Committee to seek HR advice directly from the council's appointed HR advisors when any matter concerns the Parish Clerk.

Ensure the Council complies with all legislative requirements relating to volunteers and the employment of staff.