



Stoke Climsland Parish Council

Human Resources Committee - Terms of Reference

Adopted at the meeting of
Minute refers
Due for review May 2024

The purpose of the Committee is to consider issues relating to employment and personnel. and recommend to full Council as appropriate.

COMMITTEE MAKE UP

The HR Committee shall consist of 4 members, appointed annually at the Annual Parish Council meeting. The Chair of the Committee shall be appointed, from that membership, at the same meeting. The Chair of the Council should not form part of this committee as they may be required to act in an Appeals capacity

GENERAL

The Committee shall comply with all Council's policies, protocols, systems and procedures including the Standing Orders and Financial Regulations and any other statute within legislation.

The Committee will be mindful that no decision can be made by any committee, save where clearly delegated by Council, and scope for this committee is limited to those powers delegated below and as agreed and minuted at full council.

The Council might consider from time to time delegating specific responsibilities to this Committee (within the scope of the LGA 1972 s101) but will exclude any powers that cannot be delegated by the Council e.g. setting the precept. Additionally, no recurring financial agreement will be entered into without the express permission of the Council

Any additional delegation of responsibility will be clearly minuted within the Parish Council minutes, these will usually pertain to matters related to the Climate Change workstream of the Parish Council

Recommendations made by this Committee outside of the scope of these terms of reference serve as motions for decision making by Council.

MEETINGS

The Committee will decide its own meeting dates and times, meeting as often as circumstances require. Three members of the committee are required to be present for the meeting to be quorate.

RESPONSIBILITIES

The Committee has no delegated powers, so proposed decisions and recommendations should be referred to full Council, for endorsement or otherwise, at the first appropriate opportunity.

The work of the Committee will include

(a) To regularly review the Council's HR policies to ensure they suitably cover all relevant issues and are up-to-date, and that the Council, as an employer, acts fully within the law, including in respect of Health & Safety.

(b) To, when appropriate, act as the Clerk's line manager, including carrying out performance appraisals at a suitable frequency.

(c) To deal with matters in which the Committee has a laid-down role in the Council's formal procedures (e.g. the Disciplinary and Grievance Procedure).

(d) In consultation with the Clerk, to recruit and appoint staff other than the Clerk. To undertake recruitment of the Clerk, up to the point of making a recommendation to full Council to make the appointment.

(e) To review and recommend staff contracts, job descriptions and terms & conditions of employment.

(f) To regularly review staff training needs, and take action accordingly.

(g) By November each year, to make any proposals to full Council for the Committee's budgetary requirements for the following financial year.

(h) To advise on any other matters which full Council specifically delegates to the Committee to consider.

DELEGATED POWERS

None