

Worth Parish Council
Human Resources Committee Terms of Reference

MEMBERSHIP:

- Must consist of four Councillors.
- The Chairman and Membership of the Committee is established at the Annual Parish Council Meeting (as per Standing Orders) or at a Council meeting.
- The Vice-Chairman of the committee shall be appointed at the first meeting of the Committee during the Municipal Year (as per Standing Orders).
- As an exception to Standing Orders only the Chairman of the Parish Council (as the line manager of the Clerk) may attend Committee meetings, *ex officio*.

QUORUM:

- A quorum will be three members.

MEETINGS:

- The Committee will meet twice a year, and as and when necessary. Meetings will be in private rather than in public due to the confidential nature of business.

CONFIDENTIALITY:

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

DELEGATED POWERS:

- 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 GP&F Committee for approval.

POWERS AND RESPONSIBILITIES

- To advise Council on issues of staff pay and conditions.
- To consider and recommend harmonisation of the terms and conditions of service and pension provision of employees.
- To annually review and appraise the performance of employees and to recommend adjustment of salary levels to GP&F Committee.
- Chairman of the Council to provide line-manager function for Clerk, including responsibility for day to day matters, such as authorisation of Clerk holiday, sick leave and absence from work.
- To ensure the Council complies with all legislative requirements relating to the employment of staff.
- To deal with any staff disciplinary matter in accordance with the Council's Disciplinary Procedure.
- To deal with any staff grievance in accordance with the Council's Grievance Procedure.
- To periodically review all employment policies and procedures, including the Grievance and Disciplinary Procedures, and the Equality Statement, Fairness and Dignity at Work Policy.
- To oversee the appointment and recruitment process of Council employees.
- To ensure employees are appointed in accordance with the Council's Recruitment Procedure, Equal Opportunities Statement and Guidelines on Employment Practice.
- To recommend the appointment or termination of contract for the Clerk.

THESE TERMS OF REFERENCE WERE ADOPTED BY THE PARISH COUNCIL ON:

DATE:.....

SIGNED: