

PAPPLEWICK PARISH COUNCIL

HR COMMITTEE – TERMS OF REFERENCE

Adopted at a Parish Council meeting on 10th September 20025

Minute Ref: 94/25 iv.

Membership

- Must consist of a minimum of three Councillors
- The Chairman and Membership of the Committee is established at the Annual Meeting of the Parish Council

Quorum

- A quorum will be two members

Meetings

- The Committee will meet at least once per year, in January, and at other times, as and when necessary.
- Members will be summoned to attend meetings which will be held in a public place and public notice of the meeting shall be given with a minimum of three clear day's notice.
- Minutes will be taken, approved at the next HR committee meeting, and retained by the council in perpetuity.

Confidentiality

- All members must preserve confidentiality of all 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 Full Council
- Any matters outside the Committee's terms of reference shall be made to the full council as a recommendation

Documentation

- Minutes of all meetings will be recorded by the Clerk or, in the absence of the Clerk, by one of the councillors present at the meeting
- Draft minutes will be circulated to all Committee members
- Draft minutes will be received by the full council for information only

Powers and Responsibilities

- To advise Council on issues of staff pay and conditions
- To annually review and appraise the performance of employees
- To ensure the Council complies with all legislative requirements relating to the employment of staff
- The Chair of the HR Committee will be the line manager for the Clerk who will have responsibility for liaising with the Clerk re: working conditions, holiday/leave arrangements, sickness, ensuring workload is acceptable and manageable, ensuring the Clerk has sufficient time to undertake the workload and general well-being of the clerk. The line manager will not have decision making powers but will report the liaison/discussions with the Clerk to the HR Committee should any decisions be required on any issue
- 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
- To administer and manage the recruitment processing including:
 - o Agreement of the application pack to include a job advert, job description, person specification and application form
 - o Short listing of candidates
 - o Setting an interview date and carrying out interviews
 - o Select a suitable candidate for the role from those interviewed and make recommendation to full council (full council to approve appointment and agree salary to be offered)
 - o Chair of HR Committee to make verbal offer, obtain references and liaise with new employee and provide contract of employment
 - o To ensure employees are appointed in accordance with the Council's Equality and Diversity Policy