LOXWOOD PARISH COUNCIL

HR COMMITTEE
TERMS OF REFERENCE

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Authority

The Human Resources Committee is appointed by and is solely responsible to Loxwood Parish Council. The Committee's duties are defined & agreed by the Full Council who may vote at any time to modify these.

Membership

• There will be a maximum of five (5) elected or co- opted Members.
• Members of the Committee are established by the Full Council and then annually at the Annual Parish Council Meeting. Any vacancies arising on the Committee shall be filled by Full Council only.
• At the Annual Parish Council meeting, the Full Council shall elect a Chair.
• The Council Chair is an ex-officio member of the Committee.
• A member will not be eligible for nomination to the Committee if they have been the subject of an upheld grievance or finding of a breach of the Code of Conduct by or relating to a member of staff during the previous 24 months.
• Any Member of the Council can attend meetings but must leave the room whenever the press and public are excluded.

Quorum

Quorum will be three (3) members.

Frequency of meetings

Scheduled meetings twice a year and ad-hoc meetings as required.

Record of meeting

Written minutes will be taken to record the Committee's decisions and will be noted at a following Full Council meeting. If further detailed and confidential minutes are required these will be circulated to Committee members only.

Review of terms of reference

The Committee may review its Terms of Reference annually, before the Annual Parish Council Meeting and make recommendations to the Full Council.

General terms

1. That powers be exercised in accordance with any policy adopted or resolutions made by the Parish Council.
2. That powers be subject to the Council's Standing Orders, Financial Regulations and Code of Conduct.
3. That any proposal which involves any change in the existing policies already approved by the Council shall be submitted to the Full Council for approval.
4. Day to day management of Council matters rests with the Parish Clerk.
5. Urgent/emergency issues within the remit of the HR Committee may be dealt with as they arise by the Parish Clerk in consultation with the Chair of the Committee and one (1) other Committee member.
6. All Members will attend training relevant to the work of the Committee as identified & provided by the Council and repeat as necessary to remain up to date.

Delegated powers including Staff Appraisals

1. To consider such matters as may be delegated by the Council from time to time.
2. To review all employment policies in consultation with staff and recommend to full Council for adoption.
3. To maintain the staffing levels necessary to efficiently discharge the work required by the Council and to review the workloads periodically and to recommend changes to the full Council, provided that they comply with existing agreed policies.
4. To undertake the recruitment of the Parish Clerk with any associated expenditure and making the appointment.
5. To review job descriptions, person specifications, staff establishment (including promotion, re-grading, redundancies, and fixed term contracts) and to approve contracts of employment.
6. To maintain confidentiality over all staffing matters as required under the Data Protection Act 1998 and the Code of Conduct.
7. To deal with all matters relating to Councillor/staff conduct.
8. Staff Appraisals

a) To ensure that annual appraisals are carried out, agree, and monitor any associated actions and outcomes.
b) To oversee staff and Member development including identify training opportunities and ensure that all training needs are met.

9. To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure.
10. To investigate and, where appropriate, appoint a panel to hear complaints made under the Council's Grievance and Disciplinary Procedure and full delegated responsibility to take whatever action necessary. If felt necessary, it has the delegated approval (including financial) to seek outside professional assistance to conclude a disciplinary or grievance matter.
11. To prepare and submit to the Full Council budget proposals in respect of salaries and training for all staff not later than 30th November each year.
12. Authorisation of expenditure provided that the payment is made from a budget that is within the limits previously approved by the Council.
13. All aspects of staff Health and Safety that fall within the remit of the Committee. (Home Working Policy)
14. Making recommendations to the Council on all matters not within existing policy.