

Hundleby Parish Council

Terms of Reference for the Human Resource Committee

Adopted 11/1/2022

Updated 11/05/2026

Next Review **NO LONGER A SEPARATE COMMITTEE**

Definitions In this document the following terms have the meanings assigned to them below:

Chair: The Chair of the Committee

Committee: The Human Resources Committee of the Council

Committee Member: Any person participating in the committee under the arrangements set out in the Section headed 'Membership and Quorum'

Council: Hundleby Parish Council

Member: An elected or co-opted member of the Hundleby Parish Council

1. General

1.1 These Terms of Reference define the Council's specific responsibilities delegated to the Human Resources Committee

1.2 Specific delegated responsibility decisions of the Committee shall be binding on the Council.

1.3 The Committee has no power to authorise expenditure on behalf of the Council except where third party specialists are required whereby the maximum sum of £500.00 may be incurred in any one incident without reference to the full Council.

1.4 These Terms of Reference are in accordance with the Council's Standing Orders.

2. Duties & Scope of Delegated Responsibilities

The Committee shall undertake the following duties on behalf of the Council:

2.1 Performance Management

- To monitor and performance manage the Clerk's work
- At least annually to conduct an employee appraisal/annual review with the Clerk. The appraisal is to be undertaken by two members of the committee.
- Following the interview to submit a confidential report to the Council. The report should include, where appropriate, any changes in the Clerk's responsibilities and recommendations as to the grading of the post and salary progression (the list of contents is not intended to be exhaustive).

2.2 Dispute Resolution Proceedings

- To oversee 'informal' dispute resolution arrangements and the appointment of a trained mediator if required for mediation, conciliation or arbitration.
- To appoint a Hearing Panel upon any formal grievance issue raised by employees and contractors under this Council's Grievance Procedure.
- To appoint a Hearing Panel upon appropriate disciplinary cases as set out the Council's Disciplinary Procedure, making recommendation to Council if sanctions are to be imposed.
- To convene Appeals Hearing Panels where required

2.3. Appointment of new employees and contractors

To oversee recruitment and selection of new employees and contractors on behalf of the council (with the Clerk where appropriate) including job description, person specification, advertising, shortlisting, interviewing, reference checking, making recommendation to full Council and defining the induction process.

2.4 Other Duties and Responsibilities

- To establish a programme of learning and development for Councillors and employees. To encourage Professional and Personal Development .
- To review employee and contractor structures in the council and pay-scales annually
 - To recommend the payment of overtime, additional hours and employment related expenses in relation to the employees, as may be deemed necessary.
- To monitor absences and approve holiday and other leave requests for the Clerk.
 - To keep under review the working conditions and health and safety of the council's employees and contractors
- To oversee the termination arrangements for the Council's employees and contractors

3. Powers

3.1 Subject to the power, set out in paragraph 2 immediately below, the Committee shall have no other powers.

3.2 The Chair, subject to the agreement of the Committee's Members, shall have the power to invite an appropriate expert in human relations to attend Dispute Resolution meetings to advise the Committee. Such invited participants shall have the freedom to participate in the enquiry but not to vote.

4. Membership and Quorum

4.1 The Committee shall consist of 3 Members plus the ex-officers, all of whom shall be elected from Members of the Council. The quorum shall be 2. The Committee shall appoint one of the members to be the Committee's Chair.

5. Meetings

5.1 Ordinary Meetings: The committee shall meet at least once quarterly and schedule additional meetings as workload requires. The Clerk will be responsible for calling all meetings in consultation with the Committee Chair.

5.2 Minutes:

5.2.1 The Clerk shall be responsible for ensuring that proper notes are kept of all Committee meetings and that where necessary appropriate reports are generated and circulated.

5.2 Minutes of meetings will be produced by the Clerk and submitted to the next Human Resources committee meeting for approval. Minutes will be open for inspection by Members of the Parish Council or the public. Minutes of the meeting will be available on the Council's website.

5.3. Meeting Duration:

The duration of the Human Resources Committee's meeting will be for a maximum of 2 hours unless a resolution is passed to extend the meeting for a further 30 minutes after which any unfinished business being taken at the beginning of the next Human Resources Committee Meeting.

6. Alterations to these Terms of Reference

6.1 The Committee has no powers to alter or temporarily suspend these Terms of Reference.

6.2 The Council may change these Terms of Reference using the procedure set out in the Council's Standing Order number 4.