



Terms of Reference for the Human Resources Committee

OBJECTIVE

The Human Resources (HR) Committee is an internal Committee of Trawden Forest Parish Council and will operate in accordance with the Parish Council's Standing Orders and Financial Regulations. The Parish Council recognises that it has a duty of care to its employee(s).

MEMBERSHIP

1. The HR Committee will consist of 4 Councillors who are responsible for all staffing matters. The quorum of the HR Committee will be 2 Councillors. The Chairman of the Parish Council can sit on this Committee but, if not appointed, should be available, if necessary, to sit on the Appeals Panel.
2. Members of this Committee shall be elected each year at the Annual Parish Council Meeting, or at any other Full Council Meeting as deemed appropriate.
3. The Chairman of the HR Committee will usually be the Chairman of the Council, unless otherwise stated. They will be elected annually by the Committee at their first meeting each year.

MEETING ARRANGEMENTS AND FREQUENCY

4. The Committee will meet as and when required to ensure that Trawden Forest Parish Council complies with the requirements and obligations of employment law and follows best practice in providing good working conditions for staff.
5. Staff can request a meeting with the HR Committee, if they would like to discuss anything particular.
6. One member of the committee will write minutes of the meeting, that will be available to Parish Councillors, should they wish to view them. They will not be publicly available. This is for the openness and transparency of this Committee.

QUORUM

7. The quorum of the HR Committee will be 2 Councillors.

PURPOSE

- To establish and keep under review the staffing structure in consultation with the Full Council.
- To undertake the recruitment of the Parish Clerk/RFO and be involved as necessary in the recruitment of other staff as required, in line with the Recruitment and Selection Policy.
- To establish and review performance management and staff development arrangements.

- Annual Appraisals will be completed directly by the HR Committee and the Clerk/RFO.
- Where the Clerk/RFO has a deputy, the Clerk will conduct all other Staff Appraisals.
- Completed Staff Appraisals will then be ratified by all members of the HR Committee.
- To have power to propose an increase in salary pay scales for all staff and be responsible for their administration and review. This must be forwarded, by email to all members of the Parish Council for agreement before advising the Clerk. The budgetary implications of any increase in salary will be advised, by stating the salary point awarded, or total value increase; not the hourly rate, unless Councillors request this is discussed as part of a closed session of Full Council meeting.
- To review, monitor and revise staff contracts, grievance and disciplinary policies and procedures periodically and at least every two years to make sure that Trawden Forest Parish Council remains compliant with Employment Law.
- To manage employee rights relating to leave, time off, family rights, pay and illness. Any illness will be as per the Sickness Absence Policy.
- To ensure that the Clerk is supported and has everything required for managing other members of staff, where appropriate.
- To make appropriate staff training provision where necessary.
- To keep under review staff working conditions and health and safety matters.
- To keep up to date with developments in employment law.
- To ensure that suitable investigations are undertaken into any relevant grievance or disciplinary matters, as per adopted policies.
- To practice and promote fair and equal treatment of all employees of Trawden Forest Parish Council throughout the performance of all Council activities and ensure that no discrimination, harassment or bullying takes place against any member of staff.
- Any report back to Full Council, will be in a written report, for information only.

All meetings of the HR Committee will exclude the press and public, under the Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be transacted. All staffing matters are to be confidential to members of the HR Committee or Appeals Panel, if appropriate. Minutes from the HR Committee are to be noted by the Full Council for information.