

ILCHESTER PARISH COUNCIL HUMAN RESOURCES COMMITTEE TERMS OF REFERENCE

These Terms of Reference were adopted by the council at its meeting held on 2024.

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Chair

Constitution and Authority

The HR Committee is constituted as a Standing Committee of Ilchester Parish Council and authorised by the Council to manage any activity within its Terms of Reference.

The Committee will draw up draft Terms of Reference at its first meeting and submit them to the Full Parish Council for approval. Thereafter, the Terms of Reference should be reviewed annually. However, the Parish Council may amend the Committee's Terms of Reference at any time and, from time to time, request the Committee to investigate, discuss, or review matters outside its Terms of Reference as deemed necessary by the Parish Council.

Membership

The Committee will comprise of at least two Councillors, one of whom will be elected Chair, and other members co-opted on the basis of having relevant skills and experience to be able to contribute to the effectiveness of the Committee.

The Committee will meet as necessary and at least twice a year.

Two members of the committee, one of whom must be a Parish Councillor, will constitute a quorum.

All formal meetings will have an agenda and minutes will be taken and be presented for approval at the next committee meeting.

Formal meetings should be open to the public, although the public and press may be excluded when sensitive matters are under discussion.

The Clerk should attend and prepare agenda and minutes for formal meetings.

Principal Objectives

The purpose of the Human Resources Committee is to consider member and officer issues, including:

- To promote understanding and observance of the **Parish Council's Code of Conduct**, with a view to ensuring that all interactions between members of the Council, officers, employees, volunteers, contractors, members of the public and any other people with whom contact is made are conducted with respect and courtesy.

- To ensure that the Council has **policies and procedures** in place to meet its human resources and health and safety and all other statutory responsibilities.
- To encourage and to monitor the **learning and development** of all Council members, staff and, where appropriate, volunteers.

Responsibilities

Code of Conduct and other policies and procedures

- To conduct an annual review of the Parish Council's Code of Conduct, human resources, health and safety and related policies and procedures and recommend amendments and additions to the full Parish Council in advance of the Annual Parish Council Meeting.
- To organise training and highlight the importance of observing the Code of Conduct.

Parish Council Employees

- To manage the recruitment of any employees of the Parish Council, including the preparation of job descriptions, person specifications, job evaluations, remuneration levels and employee contracts, shortlisting and organising interviews, and making recommendations to the Parish Council.
- To manage sickness absence and leave requests from Parish Council employees.
- To oversee the dismissal process of Parish Council employees.
- To make recommendations to the Parish Council concerning any changes to the salary, hours of work and pension arrangements of Parish Council employees.
- To appraise the performance of the Parish Clerk/Responsible Financial Officer.
- The appraisal of any additional Parish Council employees will be carried out by the Parish Clerk.
- To comply with and have due regard to existing policies relating to staffing matters which include (but are not limited to):
 - i. Standing orders.
 - ii. Financial regulations.
 - iii. Job Descriptions and National Joint Council (NJC) contracts.
 - iv. ACAS guidelines and procedures for grievances or disciplinary matters.
 - v. Implementing NJC changes as notified by SALC.

Grievances and Complaints

- To oversee an ACAS compliant procedure for grievance and disciplinary matters including complaints against Parish Council employees, in which the Human Resources Committee will hear and decide grievances and disciplinary matters and different councillors will hear appeals against grievance and disciplinary decisions.
- Some matters, including (but not limited to) consideration of disciplinary matters, may not be appropriate for discussion at HR Committee level. In such cases, where necessary and appropriate, the HR Committee may set up a sub-committee, with its own Terms of Reference, and delegate to them the authority to deal with the specified matters; HR sub-committee meetings will not be open to the public.