

Calne Without Parish Council Human Resources Committee

Terms of Reference

1. Purpose

The purpose of the Human Resources committee is to meet legislative requirements to provide administration management in respect of employment of staff by the Parish Council and to ensure good governance.

2. Membership

The Committee shall comprise of five councillors appointed at the Annual Council meeting or at a Council meeting. At the first meeting of the HR Committee a Chairman will be elected by the members and the proposed terms of reference agreed. The terms of reference must then be approved by Full Council.

3. Quorum

A quorum will be three committee members.

4. Frequency of Meetings

One meeting will be held every year to review and consult with staff on issues relating to their roles including contracts, job descriptions and HR policies and make recommendations to Full Council. Otherwise meetings will be convened on a needs basis within the requirements of the Local Government Act 1972, Schedule 112, para 10.

5. Conditions

Due to the confidential nature of some items of business to be transacted it may be necessary to hold meetings in private in pursuance of Public Bodies (Admission to Meetings Act 1960 Section 1 as amended 2014 and by the Openness of Local Government Bodies Regulations 2014). This can be done at any time following any apologies and declarations of interest at the beginning of the meeting.

Minutes shall be taken at the meeting and will be agreed via email by those Councillors who attended the meeting as soon as possible after the meeting. The agreed minutes will then be presented for noting at the next meeting of the parish council and formally adopted at the beginning of the next meeting of the Human Resources Committee.

The Committee is empowered to invite specialist professional officers or advisors to attend meetings to provide guidance on matters under discussion. If a cost is involved this will be met from the Parish Council budget.

Only members of the Committee may vote on agenda items. Non-Members of the Committee are subject to the same rules as Committee Members regarding confidentiality and the requirements of the Code of Conduct.

6. The Committee's Legal Responsibilities and Powers

The Committee shall have the delegated power to select and recruit parish council staff including the Clerk/RFO.

The committee shall have the power to undertake all aspects of the management of Council staff. One member of the Human Resources Committee will be appointed to record staff holidays and absence due to sickness. Holiday and unpaid leave of absence requests shall be considered by the Chairman of the Parish Council. Each year the Committee shall appoint one or more members of its Committee to be responsible for annual appraisals for the Clerk.

The committee shall have the power to resolve under the Local Government Act 1972 section 101 and the Employment Act 2008 any allegations of misconduct by council staff. Under the above Act the committee has the responsibility of implementing employment policies, procedures and documentation including dignity at work and bullying and harassment policies, disciplinary and grievance policy, equal opportunity policy, the appraisal policy and to make recommendations to Full Council. The Committee shall have the responsibility for ensuring compliance with all relevant Health and Safety at Work legislation. The Committee shall consider and approve any requests or requirements for training and professional development of staff and Members and shall have the power to approve such requests provided any costs remain within the approved budget.

In the event of a grievance raised by a member of staff the committee shall meet as soon as possible to discuss the grievance and subsequently shall have the power to make recommendations to full Council.

The committee shall have the power under the Local Government Act 1972 sections 101 and 112(2) to negotiate and agree with employees to confirm or amend terms and conditions as well as any proposed salary awards and make recommendations to Full Council.

7. Review of Terms of Reference

These Terms of Reference shall be reviewed annually on the anniversary of the appointment the HR Committee.

ADOPTED DATE:

REVIEW DATE: