HELMDON PARISH COUNCIL

HR COMMITTEE

TERMS OF REFERENCE

1. Purpose

The purpose of the committee is to oversee the organisation, employment, management and terms and conditions of employment of the Council and to make appropriate recommendations to the Council for ratification.

2. Membership

The committee shall comprise four (4) councillors. The quorum of the committee is three (3).

3. Meetings

The committee shall meet as frequently as required. There is no minimum or maximum number of meetings.

4. Functions

Functions that the committee will be responsible to make recommendations to the full council for:

4.1 Staffing levels and structure
4.2 Determining or reviewing staff conditions of service and general terms of employment
4.3 Salary grading and pay including annual staff review and other remuneration matters
4.4 Allowances, expenses and subsistence
4.5 Working hours
4.6 Pension arrangements

Functions that the committee will be responsible for:

4.7 Developing HR strategy
4.8 Developing and reviewing HR policies and procedures
4.9 Job descriptions/person specifications
4.10 Overseeing staff recruitment, selection, and appointment, including the authority to make offers of employment
4.11 Staff vetting
4.12 Staff retention
4.13 Leave entitlements including annual holiday, sickness, statutory entitlements, and special leave
4.14 Special conditions relating to a specific post or individual
4.15 Sickness absence management
4.16 Trade union membership recognition
4.17 Staff performance review/appraisals
4.18 Operation of the Council disciplinary, grievance, capability, grading and appeal procedures and equal opportunities policy
4.19 Health, safety, and welfare of staff
4.20 Any other matters delegated to the committee or deemed relevant to these terms of reference.

5. Specific Sub-committees or Panels

Smaller and specifically focussed Sub-committees should be set up to deal with confidential personnel matters such as capability, discipline or grievances as provided for in the relevant Council procedures.

A Recruitment and Selection Panel should also be set up for example to appoint a Clerk comprising of the interview panel (of perhaps three Councillors and a professional adviser if required) who are involved throughout the recruitment and then the selection process.

6. Professional Advice

The committee shall seek and obtain advice from qualified HR professionals as appropriate and may incur expenditure up to £1,000 on obtaining such advice. Expenditure more than the authorised amount must be approved by the council.

7. Confidentiality

Meetings of the committee will be restricted to members of the HR Committee and each meeting shall include a resolution to exclude members of the public and press.

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