



HR, H & S and Data Protection Committee Terms of Reference

(a) Purpose

The purpose of the HR, H & S and Data Protection Committee is to oversee the organisation, employment, management and terms and conditions of employment of the Council. To deal with matters relating to Health & Safety with powers to act. To determine the purpose and manner of processing personal data according to the law.

(b) Membership

The Committee shall comprise n Councillors (where n is no fewer than 3 and ideally no more than 5). The Committee quorum is three (3) and the Committee shall meet in each Committee cycle and/or as required. If a councillor resigns from the Committee/Council during the year a new councillor will be appointed at the next appropriate Full Council meeting.

The chairman of the committee will be elected by the committee at either the Annual Parish Council meeting or its first meeting after the Annual Parish Council meeting.

The election of a vice chairman is optional, it will however follow the same process as the election of a chairman.

It is advised that one member of the council should not be chairman of more than one committee, in order to encourage wider participation.

(c) Functions

To have an emergency spend budget of £1,000 (authorised in conjunction with the Clerk) for work within the remit of the committee, where prior approval cannot be obtained from full council due to time constraints. To monitor all policies and procedures and to recommend any changes to Council. To provide a monthly report to Council detailing any issues, changes or events that have occurred between meetings.

The Committee will be responsible, in conjunction with the Clerk to the Council or other professional advisers, for:-

HR

- developing HR strategy
- developing and reviewing of HR policies and procedures
- staffing levels and structure
- job descriptions/person specifications
- overseeing staff recruitment, selection and appointment
- staff vetting
- staff retention
- determining or reviewing staff conditions of service and general terms of employment
- salary grading and pay including annual staff review and other remuneration matters



- leave entitlements including annual holiday, sickness, statutory entitlements and special leave
- special conditions relating to a specific post or individual
- allowances, expenses and subsistence
- working hours
- pension arrangements
- sickness absence management
- trade union membership recognition
- staff performance review/appraisals
- operation of the Council disciplinary, grievance, capability, grading and appeal procedures and equal opportunities policy
- health, safety and welfare of staff
- any other matters delegated to the Committee or deemed relevant to these terms of reference.

Health & Safety

- To deal with matters relating to Health & Safety with powers to act.
- To produce an action plan and timetable to deal with matters arising from the Health & Safety Audit Reports for Managed Open Spaces and the Office;
- To keep under review progress of such action plans and timetables giving due consideration to budgets;
- To deal with any other any other Health & Safety Audit reports that may be commissioned in the future;
- To consider Health & Safety training for staff and members; and
- To undertake any other Health & Safety project work as directed by the Council

Data Protection

- To determine the purpose and manner of processing personal data according to the law
- To ensure that the Clerk as Data Protection Officer (DPO) has no conflict of interest with this process
- To ensure that councillors and staff receive ongoing and appropriate training for Data Protection
- To conduct a survey of the Information Audit, Privacy Notices and any Risk Management to ensure compliance with Data Protection
- To receive any reports from the DPO of any manifestly unfounded FOI requests and confirm action to be taken
- To receive reports from the DPO of any investigation of breaches which might need to be undertaken
- To make an annual review of the Data Protection Policy and recommend any changes to Council which might be required
- To recommend to Council any changes which may be required in Standing Orders in respect of DP

- To recommend to Council any changes which may be required to the Job Description and Contract of Employment for the Clerk / DPO.

(d) Specific Sub-committees or Panels

Smaller and specifically focussed Sub-committees/panels 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. For all other employees this should be the Clerk plus members of the HR, H & S and Data Protection Committee

(e) Confidentiality

Parts of the meetings of this Committee/Sub-Committee will be confidential to the members of the HR Committee and Clerk (except where the Clerk is directly involved) with the press and the public excluded where appropriate. Any Committee members that breach this confidentiality will be reported to the Monitoring Officer and removed from the Committee following recommendation from the Monitoring Officer.

Version History	Date;	Review:
V1	14 th June 2021	9 th May 2022
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V3	13 th February 2023	15 th May 2023
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