



Coubro Chambers
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HOLBEACH
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HR Committee Terms of Reference

Purpose of the HR Committee

The Committee is appointed by full Council to deal with all staffing, health & safety and data protection matters, subject to budget, expenditure and contractual limits decided by the full Council, and reporting back to full Council as required, bearing in mind the requirements of Data Protection in relation to management of the personal details of all staff members.

Membership:

1. Five Parish Councillors will be appointed annually at the Annual Council Meeting as voting members.
2. If a councillor resigns from the Committee/Council during the year a new councillor will be appointed at the next appropriate Full Council meeting
3. The committee shall be subject to a quorum of three of its members.

Chairman:

1. 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.
2. The election of a vice chairman is optional, it will however follow the same process as the election of a chairman.
3. It is advised that one member of the council should not be chairman of more than one committee, in order to encourage wider participation.

Meetings:

1. The Committee shall have no set calendar and shall be convened by the calling of a meeting by the chairman of the Committee or the Clerk as directed, or by two members of the committee by written request to the chairman at any time.
2. In the case of an equal vote the Chairman of the Committee shall have a second or casting vote.
3. Once properly convened and the appropriate resolution passed, all business of the Committee shall be conducted in closed session and shall remain confidential, to members of the public, members of the council outside the HR committee and Council staff.

4. Notes of meetings will be taken by an appointed person. The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest. Therefore, would not be available under the Freedom of Information Act, or for members that do not sit on relevant committees, such as an HR Committee.

Specific Roles & Responsibilities:

The HR Committee has the delegated authority from Holbeach Parish Council:

1. To instruct employees to undertake work within the committee's remit, where prior approval cannot be obtained from full council due to time constraints.
2. To have an emergency spend budget of £500 (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.
3. To handle all staff grievance or disciplinary matters (and any appeals), making arrangements for any necessary Panels for this purpose, ensuring fairness and impartiality and making decisions on any action to be taken in line with the grievance and disciplinary policies.
4. To oversee any process leading to dismissal of staff (including redundancy).
5. To monitor and address regular or sustained staff absence.
6. To act as line-manager for the most senior member of staff – the Clerk. To supervise and performance manage the Clerk's work, to administer leave requests, record and monitor absences, manage approved overtime within agreed financial constraints, and handle grievance and disciplinary matters and pay disputes.
7. To ensure that the clerk has everything required for line-managing other staff on a day-to-day basis.
8. To establish and review performance management (including annual appraisals) and staff training programmes.
9. To oversee the recruitment and appointment of staff, subject to ratification of appointments by full Council.
10. To consider any appeal against a decision in respect of pay.
11. To arrange for the execution of new employment contracts, and changes to contracts.

The HR Committee has further responsibility:

1. To draft, implement, review, monitor and revise all documents relating to employees, health and safety and data protection in conjunction with the clerk, and recommend any changes to full council.
2. To establish and keep under review the staffing structure in consultation with full Council.
3. To establish and review salary pay scales for all staff, and to be responsible for their administration and review and recommend any changes to full council.
4. To make recommendations on staffing related expenditure to full Council.
5. To keep up to date with developments in employment, health and safety and data protection law as they arise. To be aware of sources of expert advice on these matters and to ensure that the council uses such sources when there is any doubt about good practice.