

## HR (HUMAN RESOURCES) COMMITTEE

### Terms of Reference

(Adopted on 15<sup>th</sup> May 2022)

The HR (Human Resources) Committee is responsible to act on the Council's behalf with matters of employment. The Committee will have responsibility for personnel, and any other such matters as may from time to time be referred by the Council.

1. The Committee will be subject to reconstitution annually at the Annual Meeting of the Parish Council.
2. The Committee shall consist of not less than **three** councillors appointed by the Parish Council.
3. The quorum of the Committee shall be three Members.
4. The Committee will meet as and when necessary or twice a year.
5. The Committee will be responsible for the following:
  - a) To ensure that the Council complies with all legislative requirements relating to the employment of staff.
  - b) To carry out other delegated duties in relation to employment as follows:
    - To review staffing structures with support from the Clerk, and report back to Full Council as required
    - To review staff salaries and Statement of Terms and report to Full Council as required
    - To appoint from its membership three members to act as a disciplinary panel and as an appeals panel in the case of any appeal against disciplinary action taken by the Clerk.
    - To appoint from its membership three members to hear any formal grievance made by the Clerk or other staff against another employee or the Clerk and any appeal against the outcome of a grievance investigation.
    - To review all policies that relate to employment and make any recommendations to Full Council as may be required
    - The Chairman and Vice-Chairman to undertake the Clerk's annual appraisal.
  - c) To provide reports to Full Council on work undertaken.
6. The Terms of Reference under which this Committee operates will be reviewed in each scheduled Parish Election year, or annually if the Council so require, at the Annual Meeting of the Parish Council.