

# **Rettendon Parish Council**

## **Human Resources Committee**

### **Terms of Reference**

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- 1) The HR Committee shall meet quarterly, and / or at any time as necessary or appropriate.
- 2) The HR Committee is responsible for all staffing matters for the Council and includes all training and development matters.
  - Employment of staff including advertising / interviewing and recommendation of appointments to Full Council
  - Staffing issues or concerns
  - Staff salaries
  - Staff grievances or disciplinary matters (by means of delegation to a duly authorised group of Councillors in accordance with ACAS guidelines and Rettendon Parish Council's Disciplinary and Grievance Policies)
  - Staff reviews and objectives
  - Staffing hours & working practices.
- 3) The Committee shall consist of a minimum of 3 voting members, appointed by full Council, with a quorum of 3 members. Membership of the HR Committee shall be determined annually at which time the Chairman for the Committee will be elected.
- 4) The Committee will have due regard to the thoughts and opinions of staff members in consideration of all matters. Staff will not be members of the committee and will not have any voting rights on this committee.
- 5) From time to time, and as appropriate, the HR Committee may consider items during which it is appropriate that the Press and public are excluded from the meeting, and these parts of the meeting will be subject to the prevailing regulations and practices. Members of the public (including staff present) will be required to leave the meeting under any such discussions unless otherwise agreed by the committee and a Councillor will be nominated to record the discussion and any resolutions during this period.
- 6) The Committee shall determine responses on behalf of the Parish Council for matters pertaining to Human Resources and Personnel matters and their responsibilities as determined in (2) above

- 7) To consider strategies and future direction for the Committee and its responsibilities and appropriate actions.
- 8) The Committee will comply with and have due regard to existing policies relating to staffing matters; which include (but are not limited to):
  - a) Standing orders
  - b) Financial regulations
  - c) Staff contracts which reference Terms and Conditions of Employment
  - d) ACAS Guidelines and procedures for grievances or disciplinary matters

The HR committee can review policies relating to their responsibilities but any recommended changes to policies can only be approved by a resolution of the Full Council. Items (c) and (d) may only be changed following full and proper consultation with staff and approval by Full Council.

- 9) To receive information, advice and guidance on behalf of the Council for matters pertaining to employment issues.
- 10) To consider any further policies or procedures for adoption by Council on matters relating to HR issues, ensuring that full and open discussions have taken place with staff and Councillors as required.
- 11) To consider training and professional development for staff as appropriate, and within the agreed budget.
- 12) Some matters, ie (but not limited to) consideration of disciplinary matters are not appropriate for discussion at committee level and it is more appropriate to delegate these matters to a nominated group of Councillors, some of whom may not necessarily be members of the HR Committee. The Committee will therefore set up specific groups to deal with some matters as necessary and as appropriate and will delegate authority of these matters to those named members.