

## Fradley Parish Council

### Human Resources Committee - Terms of Reference

The HR Committee will consist of at least three Councillors who are responsible for the oversight of all staffing matters.

The quorum of the HR Committee will be two Councillors.

The Chair of the Council should not sit on this Committee but should be available if necessary, to sit on the Appeals Panel unless there is good reason for this not to be the case.

The Committee will meet as and when required to ensure that the Council complies with the requirements and obligations of employment law and follows best practice in providing good working conditions for staff.

The members of the Committee shall be elected each year at the Annual Parish Council Meeting, or at any other Council Meeting as deemed appropriate.

The Chair of the HR Committee will be elected annually by the Committee at their first meeting each year.

The HR Committee will have full delegated powers for the following:

- 1) To agree relevant recruitment and selection procedures.
- 2) To undertake the recruitment of the Parish Clerk/RFO and be involved as necessary in the recruitment of other staff as required.
- 3) To ensure that suitable investigations are undertaken into any relevant grievance or disciplinary matters and ensure compliance with the relevant policies.
- 4) To review staffing level requirements when necessary, in order to manage employee rights relating to leave, time off, family rights, pay and illness.
- 5) To make appropriate staff training provision where necessary.
- 6) To agree which Councillors will sit on Appeals Panels relating to grievance or disciplinary decisions in accordance with the relevant policies.
- 7) To monitor and address regular or sustained staff absence.

The HR Committee has the following responsibilities:

- 1) To establish and keep under review salary pay scales for all categories of staff and be responsible for their administration and review.
- 2) To establish and keep under review the staffing structure in consultation with the Council.
- 3) To oversee performance management and staff development arrangements.
- 4) To keep up to date with developments in Employment Law.
- 5) To annually review, monitor and revise staff contracts; and all HR policies and procedures periodically to ensure that the Council remains compliant with Employment Law.
- 6) To keep under review staff working conditions and Health and Safety matters.
- 7) To promote and enact the values outlined in all of the Council's HR related policies.

All meetings of the HR Committee will exclude the press and public, under the Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be transacted. All staffing matters are to be confidential to members of the HR Committee or Appeals Panel only, if appropriate. Minutes from the HR Committee are to be noted by the Full Council for information.