



HR Committee

Terms of Reference

Level of authority from Council	Delegated (unless indicated in italics)
Type of Committee	Standing
Meeting Frequency	As required and as part of the budget setting process
Public Participation Session on Agenda	Yes
Committee membership	3 councillors
Ex-officio members	No
Substitutions Allowed	Yes, the committee member in question needs to seek a substitute member to take their place. The unavailable committee member is required to submit their apologies as they ordinarily would and inform the Clerk by email that the substitute member will take their place.
Quorum	3 councillors
Authority to set-up advisory sub-committees	Yes
Budgetary Authority	Yes, provided it is within the limits of the committee's allocated budget. Otherwise, it reverts to Council to seek approval.
Councillors Members for civic year 2024/25:	Bunney Pilley Taylor
Election of Chairman	At the first committee meeting following the Annual Parish Council meeting
Training Available	Yes, via LALC

Committee's Purpose:

To oversee working relationships, staffing levels, performance and best practice through the positive affirmation of civility and respect, support, training and mentoring and were called upon to receive and co-ordinate actions in relation to complaints, grievance and disciplinary matters in a fair, transparent and balanced manner.

The clerk is the line manager to staff and will be responsible for keeping the committee informed of relevant staffing matters. The clerk will liaise and provide support to the committee unless it is not appropriate to do so. In such circumstances, external administrative support will be engaged.

The committee is reminded of section 11 - Management of Information and section 19 – Handling Staff Matters of Standing Orders.

Committee's Remit:

1. To consider and review staffing levels recommendations from the clerk
2. To oversee the recruitment and appointment of staff for the clerk's team
3. To oversee the recruitment, interviewing and selection of the preferred candidate for the position of clerk (*excluded a resolution to appoint the preferred candidate which will be referred to council*)
4. Upon council's resolution, to secure the preferred candidate and agree terms
5. To receive an update on staff probationary periods
6. To conduct the clerk's probationary period review
7. To provide tactical line management to the clerk, to administer leave requests, record and monitor absences, overtime and TOIL
8. To monitor and address regular or sustained staff absence which may put the council's performance at risk
9. To conduct mentoring and performance management reviews with the clerk
10. Upon a resolution from council to co-ordinate the clerk's annual appraisal with the chairman of the staffing committee and a second councillor of the clerk's choosing
11. To facilitate and approve appropriate training and/or mentoring relating to staff and their continuous professional development
12. To receive recommendations and draft policies from the clerk on new staff related policies and procedures to strengthen the council's position as a good employer (*excluding adoption of staff related policies and procedures which council will resolve*)
13. To review and update the staff related policies and procedures (*excluding the re-adoption of staff related policies or procedures which council will resolve*)
14. To monitor, update and confirm the asset and risk register pertaining to staff (*excluding adoption which council will resolve via the Finance & Assets committee's recommendation*)
15. To review and update terms and conditions of employment for staff in line with sector recommendations
16. To note national agreed pay scale awards in line with staffing terms and conditions which are to be paid to staff at the next scheduled payroll
17. To carry out and resolve pay reviews in relation to the clerk and to consider the clerk's recommendations in relation to staff and make a resolution on staff pay reviews
18. To receive complaints from member of the public or councillors in relation to the clerk and to agree the appropriate course of action which may include disciplinary action
19. To receive grievance complaints from staff in relation to the clerk and to agree the appropriate course of action which may include disciplinary action
20. To receive complaints regarding councillor behaviour from the clerk or staff (via the clerk) and if appropriate upon meeting or making an assessment with the clerk to

support and make a formal complaint to the Monitoring Officer. Only in exceptional cases would a staff member go directly to the Monitoring Officer

21. The clerk to update and seek the support of the committee in advance of any formal disciplinary or grievance process
22. To secure relevant professional services as required and where appropriate to obtain advice and guidance to ensure a fair, transparent and balanced approach to staffing matters
23. To receive, co-ordinate and handle grievance and disciplinary matters
24. To oversee any process leading to the dismissal of staff (including redundancy) *(excluded a resolution which will be referred to council)*
25. To submit project and budget requests to Finance, Policy & Asset's committee for consideration by the end of November for the forthcoming financial year
26. To determine the Terms of Reference for any Staffing advisory sub-committees
27. To respect the supremacy of Council and any decisions it makes regarding staffing related referred to Council by the Committee

Date adopted by Council: 24 July 2024

Minute Reference: 49b