

BLISWORTH PARISH COUNCIL

Human Resources Committee Terms of Reference

MEMBERSHIP:

- Four Councillors. The clerk will be expected to attend, but is not a member.
- Chairmanship and membership of the Committee will be decided at a Parish Council meeting

QUORUM:

- A quorum will be two members.

MEETINGS:

- The Committee will meet monthly, or as and when necessary. Meetings will normally take place on the 2nd Thursday of each month, but may be rearranged.
- Members of the public and the press, will be excluded from discussions regarding any Agenda items of a confidential nature, and any minutes regarding these items will not be made public.

CONFIDENTIALITY:

- All members must preserve confidentiality of all individual staffing matters pertaining to the business of the Committee.

DELEGATED POWERS:

- The Committee will have delegated powers, to act on behalf of the Council, to deal with all personnel, employment, and recruitment issues

POWERS AND RESPONSIBILITIES:

- To periodically review the Clerk's salary level, contract of employment, job description and conditions of service and make recommendations to the Council
- To advise and make recommendations to the Council about the pension provision of the Clerk
- To regularly review and appraise the performance of the Clerk and to carry out a formal appraisal at least annually.
- To ensure that an effective system of performance & development management is maintained for the Clerk
- To respond to any staff disciplinary matter in accordance with the Council's Disciplinary Procedure and report to the Council on the outcome
- To respond to any staff grievance in accordance with the Council's Grievance Procedure and to report to the Council on the outcome

- To periodically review all employment policies and procedures, including the Grievance and Disciplinary Policy.
- To consider training and professional development for staff & Members, as appropriate, and within the agreed budget
- To oversee the appointment and recruitment process of Council employees.
- To ensure employees are appointed in accordance with Guidelines on Employment Practice.
- To recommend the appointment or termination of contract for the Clerk.
- To invite specialist advisers to attend meetings to provide guidance on matters under discussion.

Version	Details of any revision	Approved at	Date	Review Date
v1	Human Resources Committee Terms of Reference	Approved at BPC Meeting 05/10/2020	05/10/2020	April 2023
v2	None	Readopted BPC Meeting 06/06/2022 Minute Point:17	06/06/2022	May 2023
Readoption	None	Readopted at BPC Meeting 02/05/2023 Minute Point: 27	02/05/2023	May 2024
v3	MEMBERSHIP: Four Councillors. The clerk will be expected to attend, but is not a member.	Approved BPC Meeting 07/08/2023 Minute Point: 20.	07/08/2023	May 2024