

# Waterbeach

## Parish Council



## HUMAN RESOURCES COMMITTEE

### Terms of Reference

(For Consideration by Waterbeach Parish Council – October 2023)

<b>Membership:</b>	Consists of at least <b>five (5)</b> Councillors as appointed by the full Council.
<b>Responsibilities:</b>	The overall purpose of this Committee is to effectively manage staffing issues.
<b>Quorum:</b>	<b>Three (3)</b> Members

1. The Committee and Chair will be subject to reconstitution annually at the Annual Meeting of the Parish Council.
2. The Committee shall consist of not less than **five (5)** councillors appointed by the Parish Council.
3. The quorum of the Committee shall be **three (3)** Members.
4. The Committee will meet as and when necessary.

Waterbeach Parish Council recognises that it has a duty of care to its employees, and therefore the establishment of an HR Committee is vital. It is expected that the Councillors elected for this committee undergo appropriate training and are passionate about looking after the staff and employment needs of the Council, and are committed to the Civility and Respect Pledge, being mindful of equal opportunities for new and current staff members.

The HR Committee shall consist of a minimum of 5 Councillors who shall be elected each year at the Annual Parish Council Meeting, or at any other Full Council Meeting as deemed appropriate.

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

The Chairman of the HR Committee will be elected annually by the full Parish Council at the Annual Meeting.

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

- To agree relevant recruitment and selection procedures.
- To establish and keep under review the staffing structure in consultation with the Clerk and present to Full Council for adoption.
- To review and develop Council policies that relate to staff employment annually.

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- To establish and review salary pay scales for all categories of staff and be responsible for their administration and review, in line with legislation and national pay scales.
- To undertake the recruitment of the Parish Clerk and be involved as necessary in the recruitment of other staff as required by the Clerk.
- To establish and review performance management and staff development arrangements in liaison with the relevant line managers: Annual Appraisals, as well as 6 monthly reviews, in April and September, which will be completed directly by the staff members line manager as follows:
  - The Chairman of the HR Committee will conduct the Appraisal and reviews of the Clerk.
  - The Clerk will conduct all other Staff Appraisals.
- To help the Clerk if required to review and monitor the appraisal process for all other Council staff as required by the Clerk.
- Completed Staff Appraisals are ratified by the HR Committee.
- To review, monitor and revise staff contracts, grievance and disciplinary policies and procedures annually, and at least every two years to make sure that Waterbeach Parish Council remains compliant with legislation.
- To review staffing level requirements when necessary to manage employee rights relating to leave, time off, family rights, pay and illness.
- To ensure that the Clerk is supported and has everything required for managing other members of staff.
- To make appropriate staff training provision when necessary.
- To keep under review staff working conditions and health and safety matters.
- To keep up to date with developments in employment law.
- To ensure that investigations are undertaken into any relevant grievance or disciplinary matters.
- To agree the Members to sit on an appeals panel to hear appeals against a grievance or disciplinary decision as and when appropriate, with up to 3 different Councillors that did not sit on the disciplinary or grievance panel, this panel of 3 Councillors must include the Chairman of the Parish Council, in accordance with the grievance / disciplinary procedures.
- To practice and promote fair and equal treatment of all employees of Waterbeach Parish Council throughout the performance of all Council activities and ensure that no discrimination, harassment or bullying takes place against any member of staff.

*Some content 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 **strictly confidential** to members of the HR Committee or Appeals Panel. Minutes from the HR Committee are to be noted by the Full Council for information.*