

COLEBROOKE PARISH COUNCIL

Human Resources Committee Terms of Reference

MEMBERSHIP:

- Three Councillors
- Chairmanship and membership of the Committee will be decided at the Annual Parish Meeting or at a Council meeting

QUORUM:

- A quorum will be two members.

MEETINGS:

- The Committee will meet twice a year, and as and when necessary. Meetings will be in private rather than in public due to the confidential nature of business.

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 annually (in November) 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 annually review and appraise the performance of the Clerk and to report to the Council when completed
- To ensure that an effective system of performance management is maintained for the Clerk
- To ensure the Council complies with all legislative requirements relating to the employment of staff.
- 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 Procedures, and the Equality Statement, Fairness and Dignity at Work Policy.
- To oversee the appointment and recruitment process of Council employees.

- To ensure employees are appointed in accordance with the Council's Recruitment Procedure, Equal Opportunities Statement and Guidelines on Employment Practice.
- To recommend the appointment or termination of contract for the Clerk.
- To review health and safety at work for all employees

**THESE TERMS OF REFERENCE WERE ADOPTED BY COLEBROOKE PARISH
COUNCIL ON 18th November 2014**