



Terms of Reference – Human Resources Working Group

Membership

- Must consist of three Councillors.
- The Chairman and Membership of the Working Group is established at the Annual Parish Council Meeting (as per Standing Orders) or at a Council meeting.
- As an exception to Standing Orders only the Chairman of the Parish Council (as the line manager of the Clerk) may attend Working Group meetings as an ex-officio member with voting rights.

Aims & Objectives

To develop strategy and policy in all matters relating to Human Resources (HR)

To provide effective and professional staff management of all matters related to the employees of the Council.

Meetings

The Clerk and or Councillors can call a meeting of the HR Working Group.

Documentation

Minutes of all meetings will be recorded. All resolutions and recommendations to Full Council shall be recorded in the minutes of those meetings.

Accountability

The HR Working Group has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference only; any recommendations outside the HR Working Group's terms of reference shall be made to the Full Council.

Scope

- i. The HR Working Group to have delegated power for the recruitment and selection of all staff, with the exception of the post of Clerk/RFO unless the Chair of the Council is a member of the Working Group.
- ii. The HR Working Group to have delegated power to consider and implement any changes, which are required to comply with Employment Law, Health & Safety Law and Terms & Conditions of Service as laid down by the National Joint Council (NJC "Green Book") and recommended by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC)

- iii. The HR Working Group to have delegated power to elect a Disciplinary and Grievance Hearing Panel made up of 4 (four) members as follows:
 - a) Two panel members of mixed gender wherever possible (from within the HR Working Group) with
 - b) Two 2 (two) Councillors acting as substitute panel members
 - c) All members serving on the Disciplinary and Grievance Hearing Panel should have undertaken the appropriate training
 - d) The Disciplinary and Grievance Hearing Panel to be given delegated power to make a decision on Disciplinary and Grievance matters on behalf of the Parish Council reporting the Panel's decision to the HR Working Group for information.
- iv. Only the Full Council can elect an Appeal Hearing Panel as follows:
 - a) Three panel members of mixed gender wherever possible (who are not members of the HR Working Group)
 - b) All members serving on the Appeal Hearing Panel should have undertaken the appropriate training
 - c) The Appeal Hearing Panel to be given delegated power to make a final decision on appeal matters on behalf of the Parish Council reporting the Panel's final decision to Full Council
- v. The HR Working Group will set and agree objectives for all employees. It will conduct an annual review and draft an annual appraisal for the Chairman of the Parish Council.
 - a. The Chairman of the Parish Council to carry out the Clerk's staff appraisal reporting back to the HR Working Group.
- vi. The HR Working Group to have delegated power to consider and implement pay awards, increments and payroll management.
- vii. The HR Working Group to have delegated power to review staff pension arrangements.
- viii. The HR Working Group to have delegated power to review job descriptions, person specifications, staff establishment (including promotion, re-grading, redundancies and fixed term contracts), and to approve all contracts of employment.
- ix. The HR Working Group to have delegated power to manage long term sickness and incidents at work in line with the Council's current Sickness Absence Policy.
- x. The HR Working Group to take responsibility that confidentiality is maintained over all staffing matters under the Data Protection Act 2018.
- xi. The HR Working Group to have delegated power to review and implement all employment policies in consultation with members of staff.

Review

The HR Working Group's Terms of Reference are to be reviewed annually at the Annual Council meeting

Reviewed: 23 May 2023