

HUMAN RESOURCES COMMITTEE

Terms of Reference

Definitions

Council: Shall reference to Holybrook Parish Council

Standing Committee: a permanent committee that meets regularly.

1 Membership

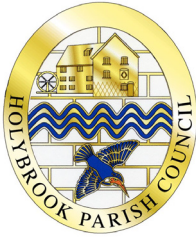
- 1.1 Membership shall comprise of 3 members of the Council.
- 1.2 Two members shall constitute a quorum.
- 1.3 No non-council members may be co-opted to the committee.

2 Meetings

- 2.1 Meetings shall be held in the Beansheaf Centre, Charrington Road, Calcot RG31 7AW.
- 2.2 A minimum of two meetings will be held per year. Ideally, September and March.
- 2.3 Additional meetings may be held if agreed by the Chairman and Vice-chairman of the committee. Usual council Standing Order rules apply.

3 Objectives and delegated functions

- 3.1 To deal with all matters relating to the establishment, recruitment and appointment and terms and conditions of employment for all staff, save as provided within the powers of the Council.
- 3.2 To make recommendations to the Council regarding policy for the remuneration, employment, welfare, superannuation, qualification and other conditions of service of all employees based on advice of the relevant governing bodies.
- 3.3 To make recommendations to the Finance Committee regarding annual staff remuneration.
- 3.4 To determine and monitor appointment procedures for staff/volunteers including work experience students.
- 3.5 To establish and regularly review personnel policies and procedures including staff appraisal.



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- 3.6 To complete the Clerk's appraisal twice yearly, ideally February and September and after the Clerk has completed the appraisals of all other staff members. The Clerk's appraisal shall be held confidentially between the Clerk and two members of the Human Resources committee. The Chairman of the Council can opt to sit-in on the appraisal, with prior agreement, but cannot make comment unless invited to do so.
- 3.7 To annually review staffing levels and make recommendations to the Finance Committee.
- 3.8 The appointment and dismissal of members of staff other than the Parish Clerk following recommendation from the Clerk.
- 3.9 To receive, twice annually, reports on staff appraisals, ideally February and September. Staff appraisals shall be held in a confidential meeting between the staff member and the Clerk.
- 3.10 To review and agree a system showing which Members of the Parish Council would be able to sit on staffing appeal panels should the need arise.
- 3.11 To convene an Appeals Committee if and when required.
- 3.12 To make recommendations to the Finance Committee regarding the attendance of officers and/or staff at conferences, seminars and training courses.
- 3.13 To ensure that all Members of the Council are aware of and understand their responsibilities in staffing matters.
- 3.14 To be responsible for the Health and Safety requirements incumbent upon the Council.

4 Matters to be delegated to the Parish Clerk

- 4.1 Staff annual appraisals.
- 4.2 First stage interviews.
- 4.3 Items already listed under section 4.1 (Finance Committee).