Holybrook Parish Council

Proudly serving the residents of Holybrook Parish since 2000

HUMAN RESOURCES COMMITTEE
Terms of Reference

DEFINITIONS AND MEANINGS

'Council' and 'Parish Council': Refers 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.

2.4   On the resignation of any staff member, hold an emergency working party meeting to discuss the next steps and recruitment plan/timeline. Recommendations of the working party to be approved either by full council or Human Resources Committee at a formal meeting (whichever is soonest).

3   OBJECTIVES AND DELEGATED FUNCTIONS

3.1   In collaboration with the Clerk to deal with all matters relating to the establishment, recruitment, appointment and terms and conditions of employment for staff.

3.2   To make recommendations to the Council regarding policy and procedures for the remuneration, employment, welfare, superannuation, qualification and

other conditions of service of all employees including volunteers and work experience students, based on advice of the relevant governing bodies.

3.3   To make recommendations to the Finance Committee regarding annual staff remuneration, bonuses, overtime payments. And, any changes in pension for example.

3.4   Once the 'staffing' budget has been set and agreed by full council, approve appropriate pay rises for staff in-line with the set budget. If a staff pay rise is likely to take the finances above budget, full council approval must be sought.

3.5   To complete the Clerk's appraisal once annually, ideally September or October 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.

3.6   To annually review staffing levels and make recommendations to the Finance Committee.

3.7   At least one member of the Committee to attend second stage interviews for new employees (other than the Clerk) alongside the Clerk. A minimum of two members to interview for a new clerk at each interview stage.

3.8   The appointment (within the annual budgets set for staffing) and dismissal of members of staff, other than the Parish Clerk, in collaboration with the Clerk.

3.9   To receive, twice annually, ideally February and September, reports from the Clerk on staff appraisals. 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 required.

3.12   To make recommendations to the Finance Committee regarding the attendance of officers and/or staff at conferences, seminars and training courses for budgeting purposes.

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 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).

Original Copy	Date of review approval	Version number	Date of next review
July 2022	Monday 13th May 2024	V2	May 2025
	Monday 20th January 2025	V3	May 2026