

KEGWORTH PARISH COUNCIL

Terms of Reference for an HR Committee

Purpose of the Committee

1.0 The purpose of the Committee is to consider issues relating to employment and personnel, and recommend to full Council as appropriate.

Committee membership

1.1 The HR Committee shall consist of 4 members, appointed annually at the May Council meeting. The Chair and Vice Chair of the Committee will be elected from those 4 members at the first Committee meeting of the year.

1.2 Other parish councillors may be co-opted or attend the HR Committee as observers. However, the Council Chair should take care not to be present for items for which (s)he may subsequently be required to act in an Appeals capacity.

Meetings

1.3 The Committee will determine its own meeting dates, meeting as often as circumstances require.

1.4 Of the 4 members, 3 are required to be present for the meeting to be quorate.

Powers

1.5 Except as stated in clause 1.6, the Committee has no delegated powers, so proposed decisions and recommendations should be referred to full Council, for endorsement or otherwise, at the first appropriate opportunity.

1.6 The Committee has delegated powers to decide the following on its own authority:

(a) To ensure that the Council's HR policies suitably cover all relevant issues and are kept up-to-date, and that the Council, as an employer, acts fully within the law (including in respect of Health & Safety).

(b) To, when appropriate, act as the Clerk's line manager, including carrying out performance appraisals at a suitable frequency.

(c) To deal with matters in which the Committee has a laid-down role in the Council's formal procedures (e.g. the Grievance and Disciplinary procedures).

(d) In consultation with the Clerk, to recruit and appoint staff other than the Clerk. Also to undertake recruitment of the Clerk, up to the point of making a recommendation to full Council to make the appointment.

(e) To review and decide staff contracts, job descriptions and terms & conditions of employment.

(f) To regularly review staff training needs and take action accordingly.

(g) By November each year, to make any proposals to full Council for the Committee's budgetary requirements for the following financial year.

(h) To decide any other matters which full Council specifically delegates to the Committee to decide.

Adopted at Full Council Meeting: Nov 2021

Reviewed at Annual Council Meeting: May 2022

Revised at Annual Council Meeting: May 2023

Reviewed at Annual Council Meeting: May 2024