

NEWTON PARISH COUNCIL

Terms of Reference for the HR Committee

1. PURPOSE

This shall be called the Human Resources Committee (hereafter referred to as the HR Committee). The committee's purpose is to facilitate the discharge of Newton Parish Council's responsibilities as an employer and make recommendations on such matters to the full Council.

2. MEMBERSHIP

The committee shall comprise of 3 councillors who will be elected at the Annual Meeting of Newton Parish Council in May and subsequent parish council meetings if the need arises. The quorum of the committee will be 3.

3. MEETINGS

Meetings will take place as required but at least once annually to review staff conditions and pay scales.

4. COMMITTEE SERVICES

The committee will be serviced by the Clerk.

5. VOTING

Each member shall have a single vote, apart from the chairperson who will have, in addition, a casting vote.

6. ROLES AND RESPONSIBILITIES – STAFFING MATTERS – GENERAL

- 6.1 To ensure that the staff's Job Description and Contract of Employment are up to date and kept under review.
- 6.2 To implement as necessary, monitor and review policies for staff.
- 6.3 To review salary pay scales for staff annually.
- 6.4 The appointment of staff will be on a recommendation of the HR Committee to be presented to the full Council for approval.
- 6.5 To arrange the execution of new employment contracts and changes to contracts.
- 6.6 To keep under review staff working conditions and health and safety, particularly with changes to employment and health and safety legislation.
- 6.7 To consider any health and safety or staff well-being matters brought to the committee's attention.
- 6.8 The Clerk's appraisals will be undertaken by the Chair and Vice Chair of the Council and reported to the full Council for approval.
- 6.9 Staff appraisals will be undertaken by the Clerk and reported to HR Committee.
- 6.10 Staff overtime, TOIL and leave requests will be authorised by full Council.

7. ROLES AND RESPONSIBILITIES – STAFFING MATTERS – GRIEVANCE, DISCIPLINARY AND DISMISSAL.

- 7.1 To consider any grievance or disciplinary matters.
- 7.2 Refer the outcome of any grievance/disciplinary matter, together with recommendations to full Council.
- 7.3 Following a decision by full Council, to oversee any process leading to disciplining or dismissal of staff (including redundancy).
- 7.4 To apply any decisions/correspondence in respect of an upheld grievance.