

# STILTON PARISH COUNCIL

## Human Resources, Policies and Procedures Committee

### Terms of Reference

*(Revised 14th January 2020)*

**1.** The Committee shall be a standing committee of the Parish Council. It shall support the Parish Council, its officers and its members in: the appointment and management of staff; training; Council policies, including health and safety, Standing Orders and Terms of Reference of its committees; and Council procedures, including discipline and grievance procedures.

**2. Confidentiality.** All members of the Committee must preserve confidentiality of all individual staffing matters pertaining to the business of the Committee.

**3. Powers and responsibilities.** The Committee shall:

- a) Invite, when required, specialist professional Officers or advisors to attend meetings to provide guidance as to matters under discussion;
- b) Oversee the staff appointment and recruitment process of Council employees ensuring employees are appointed in accordance with the Council's Recruitment Procedure, Equal Opportunities Statement and Guidelines on Employment Practice;
- c) Consider the terms and conditions of service of staff including pay and conditions, assessing the workloads of staff, consultants and advisors and the setting, when necessary, of priorities of work and workload controls;
- d) Review and appraise annually the performance of employees;  
and recommend adjustment of salary levels to Full Council;
- e) Oversee staff welfare and the professional development of staff including the development of job descriptions and staff training;
- f) Promote the training of councillors;
- g) Deal with matters arising under legislation relating to contracts of employment and industrial relations.
- h) Deal with any disciplinary matter in accordance with the Council's Disciplinary Procedure and recommend actions to Full Council;
- i) Deal with any grievance matter in accordance with the Council's Grievance Procedure and to recommend actions to Full Council;

- j) Take the lead for health, safety and welfare under the Health and Safety Legislation, Regulations and Guidance to ensure safety on Council land or in Council buildings;
- k) Prepare written reports of the work undertaken by the Committee to be submitted to the Parish Council six clear working days prior to a published Parish Council meeting;
- l) Prepare an annual report to summarise the work undertaken for presentation to the annual Parish Council meeting;
- m) Review Standing Orders, ToRs and other PC documentation and make recommendations to PC for any necessary changes.

**4. The Chair.** The Committee shall be chaired by a councillor who is elected by the Committee. Another councillor may be elected as a Temporary Chair from those councillors present in the event of the Chair not being present at any meeting.

**5. Membership.** Five councillors appointed by the Parish Council (these may be substituted if required on a meeting-by-meeting basis). A quorum shall be three members. The Chair (or vice-Chair) of the Parish Council may attend Committee meetings, ex officio, but have no voting rights.

**6. Meetings:**

- a) The Committee shall meet as required for the initial setup of HR Policies & Processes and then twice a year thereafter or as and when necessary;
- b) Meetings will be scheduled in with the normal Parish Calendar, however to react to short notice issues, meetings can be convened at 48 hours' notice, but where possible the 3 working day rule will apply;
- c) Parish Council Standing Orders and Financial Regulations apply to all Parish Council Committees.

**7. Meeting Protocol:**

- a) All meetings shall be called and minuted in accordance with Parish Council Standing Orders and Financial Regulations. The Parish Clerk/RFO shall provide guidance, when needed, to the Committee on relevant regulations, procedures and reporting;
- b) Meetings shall be in private rather than in public due to the confidential nature of business;
- c) The Chair of the Committee shall provide a written report to a full Parish Council meeting. The report shall be submitted no later than six working days before the Parish Council meeting;
- d) The Committee shall be a standing committee, however, the effectiveness of the committee structure will be assessed annually at the May meeting to ensure the effectiveness of the structure and the reporting process.