



Peasmarsh Parish Council HR Committee Terms of Reference

Purpose of the Committee: The HR Committee will have delegated powers on management of Council employees in line with relevant legislation and the Council's Policies and Standing Orders.

Membership: Three Councillors

Quorum: Three Councillors (In line with best practice the Chairman of the Council does not usually sit on the HR Committee).

Substitute: The Chairman of the Council will act as the permanent substitute member, to attend where a meeting would otherwise be inquorate.

Meeting Arrangements and Frequency: One ordinary meeting of the HR committee must be scheduled in October to inform the budget setting process. Additional meetings may be called by the Chairman in consultation with the Clerk as and when deemed necessary, subject to 5 working days' notice.

Terms of Reference: Full Council will review these Terms of Reference each year at the Annual Council Meeting and when necessary, make any changes.

Minutes of Meetings: The minutes of the meetings will be approved at the next meeting of the Committee. If the Committee does not meet before the next Full Council meeting; the draft minutes will be presented at the Full Council meeting to note and to resolve approval or otherwise of any recommendations of the Committee. The Chairman of the Committee will provide a verbal update to Full Council on any issues of relevance.

Responsibilities:

The Committee will:

1. Review staff salaries and terms of conditions and make recommendations to Full Council.
2. Review staffing structures and levels, making recommendations to Full Council.

3. Take a lead in the recruitment of staff and make a recommendation for appointment to Full Council.
4. Agree and review annually, contracts of employment, job descriptions and person specifications for staff.
6. Establish and review performance management – including annual pay reviews and staff appraisal.
7. Take a lead in any process leading to the dismissal of staff – including redundancy.
8. Monitor and address regular or sustained staff absence.
9. Where necessary, seek advice from the retained HR advisor or other related professional bodies.
10. Consider and advise Full Council on any grievance or disciplinary matter and any appeal.
11. Address any other matters relating to HR issues.

The HR Committee will be supported by the Clerk, unless it is not appropriate to do so. If such an eventuality arises then external support may be sought.

Approved by Peasmarsh Parish Council on 6th November 2024