

LANDEWEDNACK PARISH COUNCIL

Human Resources Committee Terms of Reference

MEMBERSHIP:

- Four Councillors: One of whom should be the Chair or Vice Chair
- Chairmanship and membership of the Committee will normally be decided at the Annual Meeting

QUORUM:

- A quorum will be three members.

MEETINGS:

- The Committee will meet twice a year, and as and when necessary. Meetings may be in private rather than in public due to the confidential nature of business.
- The Clerk will draw up the agendas and will minute all meetings.

CONFIDENTIALITY:

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

DELEGATED POWERS:

- The Committee will have delegated powers, to act on behalf of the Council, to deal with all personnel, employment, and recruitment issues

POWERS AND RESPONSIBILITIES:

- To annually (in November) review the Clerk's salary level, contract of employment, job description and conditions of service and make recommendations to the Council
- To advise and make recommendations to the Council about the pension provision of the Clerk
- To annually review and appraise the performance of the Clerk and to report to the Council when completed
- To ensure that an effective system of performance management is maintained for the Clerk
- To ensure the Council complies with all legislative requirements relating to the employment of staff.
- To respond to any staff disciplinary matter in accordance with the Council's Disciplinary Procedure and report to the Council on the outcome

- To respond to any staff grievance in accordance with the Council's Grievance Procedure and to report to the Council on the outcome
- To periodically review all employment policies and procedures, including the Grievance and Disciplinary Procedures, and the Equality Statement, Fairness and Dignity at Work Policy.
- To oversee the appointment and recruitment process of Council employees.
- To ensure employees are appointed in accordance with the Council's Recruitment Procedure, Equal Opportunities Statement and Guidelines on Employment Practice.
- To recommend the appointment of or termination of contract for the Clerk.
- To review health and safety at work for all employees