



Approved 21/5/24

1. Constitution

- 1.1 The Human Resources Committee (the “**Committee**”) is a standing committee of the Hordle Parish Council (the “**Council**”).
- 1.2 The Committee is authorised by the Council to manage any activity within its Terms of Reference, which will be reviewed on an annual basis.

2. Membership and Quorum

- 2.1 The Committee shall consist of a minimum of three Councillors who shall be elected each year at the Annual Parish Council Meeting. In addition, the Clerk/Responsible Finance Officer (RFO). At its first meeting it will elect a Chairman to preside at its future meetings and will also elect a Vice Chair if it wishes – to be re-elected each year after the Annual Meeting of the Parish Council in May. Dates of meetings will be published and other members of the Council are invited to attend.
- 2.2 The Chair of the full Parish Council shall be a member of the Committee.
- 2.3 The Quorum of the Human Resources Committee shall be 3 members.
- 2.4 Meeting dates will be publicised and any member of the Council is invited to attend.

3. Meetings

- 3.1 The Committee will meet annually in November but can also be convened to deal with special events as they occur.
- 3.2 Meeting minutes will be taken to record the Committee’s decisions and will be circulated to all Councillors with recommendations for the next Full Council meeting apart from matters where the Committee has delegated powers.

4. Responsibilities

Primary Purpose: to ensure the council complies with the requirements of employment law and follows best practice in providing good working conditions for staff, including health and safety. The Committee will have the following duties and has full delegated powers in relation to the defined terms of reference only. The Human Resources Committee has the delegated responsibility for:

- a. Recruitment and selection of the Parish Clerk and/or RFO and where necessary the Locum Clerk.
- b. Recruitment and short-listing applicants for the post of Parish Clerk/ RFO. The successful short-listed applicants to be interviewed by the Human Resources Committee. A recommendation from the Human Resources Committee will be submitted to Full council to ratify the appointment of Clerk/ RFO.
- c. Reviewing contracts staffing policies and procedures annually.
- d. Considering and implementing any changes which are required to comply with Employment Law, Health & Safety Law and Terms & Conditions of Service as laid down by the National Joint Council (NJC 'Green book') and recommended by National Association of Local Councils NALC and Society of Local Council Clerks(SLCC).
- e. Approving requests within the training budget for personal development training and health and safety requirements.
- f. Reviewing job descriptions, person specification, staff establishment (including promotion re-grading, redundancies and fixed term contracts) and to approve all contracts of employment.
- g. Considering and implementing pay awards, and payroll management.
- h. Reviewing staff pension arrangements.
- i. Managing long term sickness and incidents at work in line with the council's Sickness Absence Policy.
- j. Working to determine the staffing levels necessary to efficiently discharge the work required by the council and to review the workloads periodically.
- k. Ensuring that all staff have an annual appraisal generally in the month of October.
- l. Ensuring that the Clerk has everything required for managing other staff and contractors.
- m. Ensuring that the Council is kept up to date with developments in employment law via specialist HR support.
- n. Awareness of sources of expert advice on employment matters and to ensure that the council uses such sources when there is any doubt about good employment practice.
- o. Undertaking training identified from time to time to support their role as Council's Human Resources Committee.
- p. Managing any issues referred to the committee by Full Council.
- q. To appoint from the full council membership, 3 members to act as a disciplinary panel and as an appeals panel in the case of any appeal against disciplinary action taken by the Human Resources Committee.
- r. To appoint from the full council membership, 3 members to hear any formal grievance made by the Parish Clerk against the outcome of a grievance investigation undertaken by the Parish Clerk.

5. Decision Making

- 5.1 The Parish Clerk will advise members whether or not a particular item under discussion is within the Committee's delegated powers.
- 5.2 If it is within delegated powers, the minutes will record the decision as RESOLVED. If not, then the minutes will record the decision as RECOMMENDED and it will then be brought to the attention of the Council for decision when seeking approval and adoption of the Committee minutes.