

Terms of Reference

Human Resources Committee

This Procedure is a document that sets out the organization's approved and agreed practices. Any deviation must be discussed with the originating author.

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1	New HR Committee ToRs		5 March 2021
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2	3b & 3d.	Annual review and two minor amendments.	Jul 2022
3		Annual Review. Change in red para 3b	May 23

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1. DOCUMENT CONTROL SHEET

Purpose of document:	To detail the responsibilities of the Human Resources Committee
Dissemination:	This policy will be disseminated to all staff and council members and be made available on the parish website
Implementation:	This document will be accessible via the parish council website and is applicable to all staff and council members.
Review:	This document will be reviewed in 2024 at Annual Meeting unless there are significant changes in legislation or practice in which case it will be reviewed earlier.
Documents replaced or superseded by this document:	PCD0036 Workforce Operations and Organizational Performance ToRs
This document supports (enter Standards and Legislation:	
Key related documents:	Nil
Financial Implications:	This document has no financial implications for the Billingham Parish Council.
Key word search	Human Resources, Terms of Reference

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3. Terms of Reference

- a. This shall be called the Human Resources Committee (hereafter referred to as the HR Committee).
- b. The HR committee shall meet **as required** at dates and times deemed appropriate by the committee. Meetings are to be convened as per Council Standing Orders.
- c. The HR committee is responsible for all staffing matters for the Council and includes all training and development matters, including elected members. The Committee will also be responsible for all Health & Safety & Welfare policies procedural issues and the required risk assessments. Staffing matters include:
 - i. Employment of staff including advertising / interviewing and recommendation of appointments to the Full Council.
 - ii. Staffing issues or concerns.
 - iii. Staff salaries. Recommendations made by the committee will be passed to Full Council for ratification.
 - iv. Staff grievances or disciplinary matters (by means of a delegation to a duly authorised group of councillors in accordance with ACAS guidelines)
 - v. Members disciplinary matters / breaches of the Code of Conduct.
 - vi. Staff appraisals and objectives.
 - vii. Staffing hours and working practices.
 - viii. Staff ToRs.
- d. The Committee shall consist of a minimum of 3 voting members, elected by full Council, with a quorum of 3 members. The Chair of the full Council is not permitted to be a member of the committee. Membership of the HR Committee determined annually at which time the Chairman for the Committee will be elected.
- e. The committee will have due regard to the thoughts and opinions of staff members in consideration of all matters. Staff will not be formal members of the committee and will not have any voting rights on this committee.
- f. As appropriate, the HR Committee may consider items under “Part 2 Confidential” and these parts of the meeting will be subject to the prevailing regulations and practices. Members of the public (including staff present) will be required to leave the meeting under any “Part 2” discussions unless otherwise agreed by the committee and a Councillor will be nominated to record the discussion and any resolutions during this period.

- g. The Committee shall determine responses on behalf of the Parish Council for matters pertaining to Human resources and Personnel matters and their responsibilities as determined in (3) above.
- h. To consider strategies and future direction for the Committee and it's responsibilities and appropriate actions.
- i. The Committee will comply with and have due regard to existing policies relating to staffing matters which include (but are not limited to):
- i. Standing orders
 - ii. Financial regulations.
 - iii. Staff contracts which reference Terms and Conditions of Employment.
 - iv. ACAS guidelines and procedures for grievances or disciplinary matters
 - v. National joint Council (NJC) 'Green Book' pertaining to employment of local authority staff.
- j. The HR Committee can review policies relating to their responsibilities but any recommended changes to policies can only be approved by a resolution of the Full Council. Items (c) (d) and (e) may only be changed following full and proper consultation with staff and approval by Full Council.
- k. To receive information advice and guidance on behalf of the council for matters pertaining to employment issues.
- l. To receive reports / updates on any Union matters as appropriate.
- m. To consider any further policies or procedures for adoption by Council on matters relating to HR issues, ensuring that full and open discussions have taken place with staff & members as required.
- n. As stipulated in PCD001 Document Control Procedure, the HR Committee will be responsible for the review and change approval of the policies allotted to the HR committee as the responsible committee.
- o. To consider training and professional development for staff and Members, as appropriate and within the agreed budget.
- p. Some matters, ie (but not limited to) consideration of disciplinary matters are not appropriate for discussion at committee level and it is more appropriate to delegate these matters to a nominated group of councillors, some of whom may not necessarily be members of the HR Committee. The Committee will therefore set up specific groups to deal with some matters as necessary and as appropriate and will delegate authority of these matters to those named members.