

# 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.

DOCUMENT NO:	PCD036		
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Approved by:	Full Council		
Ratified by	Full Council		
Ratification date:	12 May 25		
Due Review date:	May 26 (Annual Meeting)		
Version no:	5		
Version Control and Revisions:			
1	New HR Committee ToRs		5 March 2021
Version	Point	Description of change	Date
2	3b & 3d.	Annual review and two minor amendments.	Jul 2022
3		Annual Review. Change in red para 3b	May 23
4	3c	Annual review. Para 3c rewrite	May 24
5		Annual review. No changes	May 25

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## 1. DOCUMENT CONTROL SHEET

<b>Purpose of document:</b>	To detail the responsibilities of the Human Resources Committee
<b>Dissemination:</b>	This policy will be disseminated to all staff and council members and be made available on the parish website
<b>Implementation:</b>	This document will be accessible via the parish council website and is applicable to all staff and council members.
<b>Review:</b>	This document will be reviewed in 2026 at Annual Meeting unless there are significant changes in legislation or practice in which case it will be reviewed earlier.
<b>Documents replaced or superseded by this document:</b>	PCD0036 Workforce Operations and Organizational Performance ToRs
<b>This document supports (enter Standards and Legislation:</b>	
<b>Key related documents:</b>	Nil
<b>Financial Implications:</b>	This document has no financial implications for the Billingham Parish Council.
<b>Key word search</b>	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 Committee is appointed by full Council to deal with all staffing matters, subject to budget, expenditure and contractual limits decided by the full Council, and reporting back to full Council as required.

i. To establish and keep under review the staffing structure in consultation with the full Council

ii. To draft, implement, review, monitor and revise policies for staff.

iii. To establish and review salary pay scales for all staff, and to be responsible for their administration and review.

iv. To oversee the recruitment and appointment of staff, subject to ratification of appointments by full Council.

v. To arrange for the execution of new employment contracts, and changes to contracts.

vi. To establish and review performance management (including annual appraisals) and staff training programmes.

vii. To oversee any process leading to dismissal of staff (including redundancy).

viii. To keep under review staff working conditions, and health and safety matters.

ix. To monitor and address regular or sustained staff absence.

x. To make recommendations on staffing related expenditure to full Council.

xi. To ensure the Council complies with its legal duties and responsibilities as an employer and recommends policies for adoption by the Council.

xii. To obtain legal and HR advice from suitably qualified organisations and persons as the Committee may deem necessary to fulfil its duties subject to budgetary limits approved by Finance Committee/ Council.

xiii. To consider any appeal against a decision in respect of pay.

xiv. To consider a grievance or disciplinary matter (and any appeals), making arrangements for any necessary Panels for this purpose, ensuring fairness and impartiality.

xv. To supervise and performance manage the Clerk's work, to administer leave requests, record and monitor absences, manage approved overtime within agreed financial constraints, and handle grievance and disciplinary matters and pay disputes.

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 will be determined annually at the annual meeting 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. To consider strategies and future direction for the Committee and its responsibilities and appropriate actions.

h. 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.

i. 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.

j. To receive information advice and guidance on behalf of the council for matters pertaining to employment issues.

k. To receive reports / updates on any Union matters as appropriate.

- l. 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.
- m. 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.
- n. To consider training and professional development for staff and council members, as appropriate and within the agreed budget.
- o. 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.