

## **Ruskington Parish Council**

### **Terms of Reference**

**Name:** Human Resources Committee (HR Committee)

**Status:** A committee of the Parish Council subject to Council's Standing Orders.

**Role:** The HR Committee has delegated powers to oversee all aspects of Human Resource activities for Council's employees.

#### **Areas of Responsibility:**

1. To review annually and when required amend contracts of employment, role profiles and job descriptions and report to full council with any recommendations.
2. To appoint from its membership a panel to carry out the annual appraisal of the Clerk.
3. To appoint a recruitment panel when necessary and recommend appointments to the full council.
4. To appoint from its membership three members to act as a disciplinary panel in accordance with the staff handbook, or to act as an appeal panel against any action taken by the Proper Officer. This panel to exclude chairman and vice chairman of the council.
5. In accordance with Council policies and ACAS guidelines, make decisions regarding discipline, grievances, and employment changes and to seek independent HR Advice as required.
6. The disciplinary panel will hear any formal grievances made by the Clerk or by any other staff against the outcome of a grievance undertaken by the Clerk. This panel to exclude the chairman and vice chairman of the council.

7. To conduct an annual review of council policies that relate to staff, employment and health and safety issues.

### **Membership**

All members of the council are eligible to become members of the HR committee, unless related to a member of the Council's staff.

Non councillor members are not permitted.

### **Quorum**

A Quorum shall be three or one-third of the total membership, whichever is the greater.

### **Meetings**

The Committee shall meet annually to review staff contracts, job descriptions, staff pay, and HR policies. Other meetings shall be held as required.

Meetings shall be held at the Parish Office.

### **Chair and Vice Chair**

Will be elected annually by the committee.

Please note: Full council only can make decisions regarding the hiring and dismissal of staff.