TERMS OF REFERENCE FOR THE BATHEASTON PARISH COUNCIL HR COMMITTEE

Establishment: The HR Committee is appointed by and solely responsible to Batheaston Parish Council. The HR Committee duties and powers are defined and agreed by Full Council who may resolve, at any time, to modify the HR Committee's responsibilities.

Membership: The HR Committee shall be elected from Batheaston Parish Councillors and shall have at least three members. The HR Committee shall be considered quorate if three members are in attendance. Additional Councillors may be co-opted onto the HR Committee for specific time-limited tasks.

Councillors of Batheaston Parish Council not appointed to the HR Committee have the same rights as the public and therefore not permitted to attend confidential HR Committee meetings.

Chairing: The Batheaston HR Committee shall elect its own Chairman from its membership.

Frequency of meetings: The Committee shall meet at least twice a year and on an ad hoc basis when necessary. Meetings will be called for by the Chairman of the HR Committee.

Due to the nature of some issues arising, it may not always be possible to give three clear days' notice to advertise the HR Committee meetings. The Chairman will call the meeting, and where appropriate ask the Clerk to inform members. However, the Clerk might on occasion not be involved in the calling of the meeting and also be absent from the meetings.

Recording meetings: The Clerk will produce minutes of the HR Committee. In the event that the Clerk is absent from the meeting, another member of the committee will be asked to make notes and make them available to the Chairman within 48 hours of the meeting.

Minutes of meetings held in confidence shall not be made available to the general public.

Conduct of the Committee

The Committee will be mindful:

1. of the legal framework for, and good practice in, employment matters
2. of the confidential nature of employer-employee matters and that many of the items for consideration will require that the public and press be excluded by resolution of the Committee
3. of the nationally negotiated model contract, benchmarking and terms and conditions for the employment of the Clerk to the Council
4. of relevant council protocols and policies
5. **The HR Committee is to act with discretion and confidentiality at all times.**

Responsibilities delegated to the HR committee

To discharge the Council's functions under Section 112 of the Local Government Act 1972, and will:

1. receive reports from the Clerk, and provide advice and guidance on HR matters raised in these
2. advise the Council on the requirements for, and the availability of, human resources necessary for the fulfilment of the Council's policies
3. be responsible for staff recruitment
4. confirm individual Contracts of Employment and all terms and conditions
5. make arrangements for regular objective review of the Clerk's performance by this committee and take necessary action thereon

6. To undertake annual performance appraisals of the Clerk to the Council
7. decide upon annual salary awards
8. To determine the level of compensation to be paid in individual cases of voluntary redundancy and early retirement and other personnel matters where appropriate.
9. The promotion of equal opportunities for all employees of the Council, and in the Council's recruitment and selection procedures, and to monitor the effectiveness of such measures.
10. appoint a member of the committee to seek advice for the committee in the event of a dispute between the Council and the Clerk
11. consider matters arising from the application of the Council's Disciplinary and Grievance Procedures and take all necessary action thereon

In the event of a disciplinary matter or grievance progressing to appeal, a panel of different members to those on the HR Committee will hear the appeal and make a recommendation to Council.

Reporting to Full Council

1. All decisions made by the HR Committee are to be reported to Full Council as soon as possible, if necessary, at an Extraordinary meeting and / or in confidential session.
2. The Committee will make recommendations to Council regarding:
   a. staffing & office requirements including budget allocations
   b. all policy issues relating to staff

Approval at the Full Batheaston Parish Council meeting:

Date:

Signed: