



Somercotes Parish Council

HR COMMITTEE TERMS OF REFERENCE

REVIEWED MAY 2025

1. Purpose

The Human Resources Committee exists to support the Parish Council in its delivery of policies and services as determined by Councillors.

The purpose of the Human Resources Committee is to take a corporate view of the Council's Human Resources policies and operations, ensuring that they contribute effectively to the delivery of the Council's business needs, in line with the Parish Council's obligations under employment law and other statutory obligations.

2. Role

The Human Resources Committee is responsible for decisions and recommendations to the Full Council on policy and the use of resources. It acts as a reality check for the interface between the Clerk and the rest of the Council and challenges the Clerk to ensure that proposed policy changes make sense for the organisation as a whole. The main areas of work covered by the Committee are:

- a. Workforce planning;
- b. Recruitment;
- c. Learning and development;
- d. Pay, pensions and rewards;
- e. Performance management and Clerk appraisals;
- f. Industrial relations, employment law compliance, conduct, and discipline and health and welfare issues;
- g. Shaping local staff policy.

The Committee does not become involved in the detail of postings or other day to day HR decisions. Individual concerns are dealt with by the Clerk.

3. Membership

The Human Resources Committee shall be made up of four Councillors, whom shall be appointed annually at the Parish Council's Annual Meeting.

Prior to assuming their seat on the Committee, appointed Councillors shall be required to have undertaken and completed HR training as directed by the Clerk.

The Committee, may co-opt three further Councillors [who shall not be required to have undergone HR training] in order to form an independent Appeals Sub-Committee.

4. Chairman

The Chairman and Vice-Chairman of the Human Resources Committee will be elected annually by the Members of the Committee at its first meeting after the Annual Meeting of the Council.

5. Quorum

A quorum will be reached with a minimum of three Councillors.

6. Responsibilities

The Human Resources Committee shall have responsibility in first instances for the following areas:

- a. To oversee the recruitment and appointment of staff, subject to ratification of appointment by Full Council;
- b. To establish and review salary pay scales for all staff and recommend to the Full Council for their ratification;
- c. To draft, review and monitor staff policies in conjunction with the Clerk;
- d. To review feedback the Clerk receives following the performance of the annual staff appraisals;
- e. To oversee any process leading to the dismissal of staff (including redundancy);
- f. To keep under review staff working conditions, and health and safety matters;
- g. To monitor and address regular or sustained staff absence as determined by the Clerk;
- h. To make recommendations on staffing related expenditure to Full Council;
- i. To ensure that the Council complies with its legal duties and responsibilities as an employer and recommends policies for adoption by the Council;
- j. 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 as approved by the Full Council;
- k. To consider any appeal against a decision in respect of pay;
- l. To consider grievance or disciplinary matters in accordance with the Council's adopted policies, ensuring fairness and impartiality at all times;
- m. To supervise and performance manage the Clerk's work, and handle grievance and disciplinary matters and pay disputes.

The Committee will comply with and have due regard to existing policies relating to staffing matters which include but are not limited to:

- Standing orders
- Financial regulations
- Staff contracts with reference Terms and Conditions of Employment
- ACAS guidelines and procedures for grievances or disciplinary matters
- NALC and SLCC advice and guidance

All decisions of the Committee shall be required to attain ratification of the Full Council via means of recommendation unless, in the opinion of the Clerk and the Chairman of the Committee the matter requires urgent and binding resolution [matters concerning the expenditure of funds, shall be presented for retroactive approval by Full Council in these limited cases].

7. Clerk

The Clerk is the Chief Executive Officer of the Council, and defacto Head of Paid Service for all staff in the employment of the Parish Council. As a matter of course, the Clerk line manages all staff members, with all staff reporting directly to the Clerk in all matters concerning with their employment.

In the absence of the Clerk, the Deputy Clerk (Responsible Financial Officer) shall discharge the duties of the Clerk.

In the discharge of their duties, the Clerk is assumed to have and is granted the full support of the Human Resources Committee at all times. The Human Resources Committee oversees the work of the Clerk in the discharge of their duties on behalf of the Council in matters relating to HR. The Committee shall pay due regard to the advice of the Clerk as the Council's principal Legal Advisor.

The Clerk shall have the executive power to refer matters for the consideration of the Full Council if in his determination it falls outside of the competency of the Committee.