

Human Resources Committee

TERMS OF REFERENCE

1. OBJECTIVES

The Group shall comprise of the Chairs of the Council committees with the aim to oversee Human Resources on behalf of the Community council.

1.1 To manage HR issues on behalf on Full Council.

1.2 To have oversight of Health and Safety policy and ensure compliance with legislation.

1.3 To foster collaborative working practices by providing ready consultative support to Council officers.

1.4 Facilitate open and respectful dialogue around important and sensitive issues with Senior Officers.

1.5 Determine an up to the minute understanding of matters and to formulate informed papers and recommendations for consideration by Standing Committees and Full Council.

1.6 Support Officers to make operational decisions where required.

2. MEETING FREQUENCY

Meetings will be held at least every 2 months within working hours, with additional meetings called as needed.

3. MEMBERSHIP

The Committee will be chaired by the Chair of NCCC and the Vice Chair will be appointed as Vice Chair.

Chair

Vice Chair

Chair of Finance

Chair of Assets and Facilities

Chair of Planning and Consultation

If members are unable to attend they may only request that the Deputy Chair of the committee they represent attends as a substitute in their place.

4. QUORUM

3 members of the committee.

5. HUMAN RESOURCES MANAGEMENT

5.1 Implement any changes to ensure that the Council is compliant with its statutory obligations (eg employment, health and safety, etc); the Terms & Conditions of Service as laid down by the National Joint Council (NJC “Green Book”); and, recommended by National Association of Local Councils (NALC) and/or Society of Local Council Clerks (SLCC).

5.2 Ensure that the Clerk and Senior Officers undertake annual staff appraisals for all staff.

5.3 Ensure the Chair and Vice Chair carry out the Clerk’s annual appraisal.

5.4 Agree performance related pay awards.

5.5 Manage the payroll provision and HR related contracts.

5.6 In consultation with the Council’s HR provider manage the Council’s disciplinary, grievance, grading, and appeal procedures.

5.7 Ensure that all committee members have appropriate training (e.g. employment law, Hearing Panel, etc).

5.8 Review and implement all employment policies, with a duty to consult with staff on an ongoing basis regarding policy implementation and changes.

5.9 Delegated authority to the Chair to issue press statements regarding staffing matters on behalf of the full council in line with the Council’s Press and Media policy.

5.10 The HR Committee have delegated power to manage long term sickness and incidents at work in line with the council’s current Attendance Management Policy.

5.11 Be responsible for all aspects of the recruitment of the Clerk.

5.12 To approve any non-contractual staff benefits or incentives that fall outside of the scope of the NJC Green Book and manage the associated procurement and contracts.

5.13 Ensuring that confidentiality is maintained over all staffing matters under the Data Protection Act 1998 and the Code of Conduct by all members of the council.

6. DISCIPLINARY AND GRIEVANCE PROCEDURES

The HR Committee shall ensure that the Council:

6.1 Has a Disciplinary and Grievance Policy.

6.2 That this policy is in line with the ACAS Code of Conduct and the NJC Green Book.

6.3 That this policy is made available to all employees.

6.4 That this policy is followed in all disciplinary and grievance cases.

7. DISCIPLINARY AND GRIEVANCE MANAGEMENT.

Full Council delegates the authority to the HR Committee to undertake the management of disciplinary and grievance cases. Advice from the Council's HR service provider must be sought, and documented, before any disciplinary action is taken.

The HR Committee may:

- Manage stage 3 and 4 of the Council's Disciplinary Procedures.
- Appoint members to a Hearing Panel. The panel where possible, should be made up of three members of mixed gender from within the community council.
- Appoint members to an Appeal Panel.
- Undertake Disciplinary Hearings on behalf of the council.

8. DELEGATED AUTHORITY TO CLERK/ DEPUTY CLERK

8.1 The Clerk shall be responsible for the recruitment of other roles as agreed and approved in the staffing structure approved by the panel.

8.2 To appoint temporary or seasonal staff as required to cover sickness, maternity, seasonal variations or if the need arises.

8.3 To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.

8.4 In consultation with the Community Council's HR service provider, manage staff performance/ attendance issues in line with the Council's policies.

8.5 In consultation with the Council's HR service provider, manage staff discipline issues, at stage 1 and 2 of the Council's Disciplinary and Grievance Procedures.