

Spratton Parish Council – Human Resources Committee

Terms of Reference

1. Background

The committee shall be known as the **Human Resources Committee** (hereafter the **HR Committee** or **HRC**). Its purpose is to act in a fair, transparent, and legally compliant manner on behalf of Spratton Parish Council (SPC) in all matters relating to human resources. This includes, but is not limited to, employment and staffing, health and safety, and training of council staff and members.

2. Membership

- Members shall be appointed annually by the full council at the Annual Parish Council Meeting.
- Membership will continue until the next Annual Parish Council Meeting, unless otherwise resolved by SPC.
- Additional or substitute members may be appointed by SPC as necessary.
- The committee shall elect a Chair annually at its first meeting after formation or after the Annual Parish Council Meeting, unless SPC has already done so.
- A Vice-Chair may be elected at the discretion of the committee.

3. Quorum

- The committee will be quorate when at least three members are present.
- The Parish Council Chair and the Clerk/RFO shall be **ex officio** members. The Clerk/RFO may attend and contribute to discussion but does **not** have voting rights.

4. Powers and Responsibilities

The HR Committee will have the delegated authority to:

1. **Financial Oversight**
 - Authorise and manage relevant expenditure up to the agreed HR budget or to a maximum of £1,000.
2. **Employment and Staffing**
 - Approve staff overtime and annual leave, unless otherwise delegated.
 - Determine and review all employment-related policies and procedures, including:
 - Employment Contracts
 - Job Descriptions
 - Dignity at Work Policy
 - Disciplinary Policy
 - Equality Policy
 - Grievance Policy
 - Health and Safety Policy

- Safeguarding Policy

3. Training and Development

- Agree and manage the training programme for staff and councillors.
- Establish and review staff appraisal and performance management processes.
- Set and monitor annual objectives for staff.

4. Staffing Structure and Recruitment

- Review the staffing structure in consultation with the Parish Council.
- Oversee recruitment and appointment of staff.
- Manage execution of employment contracts and contract variations.
- Review Clerk's job description to ensure it reflects the role requirements.

5. Pay and Conditions

- Set and review salary pay scales and ensure proper administration.
- Consider and recommend changes to employment contracts, in consultation with staff.
- Make recommendations to full Council on staffing-related expenditure.

6. Oversight and Welfare

- Review staff working conditions and Health & Safety matters.
- Monitor staff absence and respond appropriately in line with the Absence Management Policy.
- Review and monitor Clerk's timesheets and agree 'Time off in Lieu' (TOIL) allowances.
- Manage grievance or disciplinary matters (and any appeals) in accordance with SPC policies.
- Oversee any process leading to dismissal, including redundancy.

7. Delegated Oversight to Clerk

- The Clerk is delegated to provide day-to-day oversight, direction, and support for council staff, including:
 - Monitoring sickness and annual leave
 - Managing lieu time
 - Escalating significant concerns (e.g. sustained or unusual absences) to the HRC

8. Sub-Committees and Working Groups

- The Committee may establish sub-committees or working groups as required.

5. Meetings

- Meetings will be convened as necessary, either by the committee members or by resolution of SPC, in accordance with Standing Orders.
- Meetings will be advertised and open to the public unless confidential business (e.g. staffing matters) requires exclusion.

6. Minutes and Reporting

- The Chair (or designated member) will ensure minutes are taken and circulated within seven days.

- If the Clerk is absent for a confidential item, a member will take minutes and pass them to the Clerk within seven days.
- Minutes will be approved at the next HRC meeting or submitted to SPC for noting if no HRC meeting is scheduled within 9 weeks.
- Draft minutes will be published within one month of the meeting.
- The Chair (or designated representative) will report committee proceedings to the next SPC meeting.
- Full Council shall retain decision-making responsibility for new staffing roles and appointments.

7. Review

These Terms of Reference will be reviewed **annually** by Spratton Parish Council.