

Fradley and Streethay Parish Council
Human Resources Committee Terms of Reference

Fradley and Streethay Parish Council recognises that it has a duty of care to its employees.

The HR Committee will consist of 3 Councillors who are responsible for all staffing matters including looking at main contractor contracts. The quorum of the HR Committee will be 2 Councillors. The Chairman of the Parish Council should not sit on this Committee but should be available if necessary, to sit on the Appeals Panel.

The Committee will meet as and when required to ensure that Fradley and Streethay Parish Council complies with the requirements and obligations of employment law and follows best practice in providing good working conditions for staff.

The HR Committee shall consist of 3 Councillors who shall be elected each year at the Annual Parish Council Meeting, or at any other Full Council Meeting as deemed appropriate.

The Chairman of the HR Committee will be elected annually by the Committee at their first meeting each year.

The HR Committee will have full delegated powers in particular for the following:

- To agree relevant recruitment and selection procedures
- To establish and keep under review the staffing structure in consultation with the Full Council
- To establish and review salary pay scales for all categories of staff and be responsible for their administration and review
- To undertake the recruitment of the Parish Clerk/RFO and be involved as necessary in the recruitment of other staff as required
- To establish and review performance management and staff development arrangements in liaison with the relevant line managers: Yearly Appraisals will be completed directly by the staff members line manager as follows:
 - The Chairman will conduct the Appraisal of the Clerk/RFO
 - The Clerk will conduct all other Staff Appraisals
- Completed Staff Appraisals will then be ratified by the HR Committee.
- To review, monitor and revise staff contracts, grievance and disciplinary policies and procedures periodically and at least every two years to make sure that Fradley and Streethay Parish Council remains compliant with Employment Law.
- To review staffing level requirements when necessary to manage employee rights relating to leave, time off, family rights, pay and illness
- To ensure that the Clerk is supported and has everything required for managing other members of staff
- To make appropriate staff training provision where necessary
- To keep under review staff working conditions and health and safety matters

- To keep up to date with developments in employment law
- To ensure that suitable investigations are undertaken into any relevant grievance or disciplinary matters
- To agree the Members to sit on an appeals panel to hear appeals against a grievance or disciplinary decision as and when appropriate, with up to 3 different Councillors that did not sit on the disciplinary or grievance panel, this panel of 3 Councillors must include the Chairman of the Parish Council.
- To practice and promote fair and equal treatment of all employees of Fradley and Streethay Parish Council throughout the performance of all Council activities and ensure that no discrimination, harassment or bullying takes place against any member of staff.
- To monitor and address regular or sustained staff absence
- To review the Clerk's annual appraisal
- To help the Clerk review and monitor the appraisal process for all other Council staff.
- To review and develop Council policies that relate to staff employment on an annual basis
- To monitor/review the councils main/principal contractor contracts as required.

All meetings of the HR Committee will exclude the press and public, under the Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be transacted. All staffing matters are to be confidential to members of the HR Committee or Appeals Panel, if appropriate. Minutes from the HR Committee are to be noted by the Full Council for information.

Reviewed: 23.07.2019

Next Review: April/May 2020