

Wickersley Parish Council

Terms of reference for committee

Reviewed by Council on 15th July 2024

Next Review Date July 2025

1. **COMMITTEE:** Human Resources and Staffing
2. **POWER TO DECIDE:** Yes
3. **POWER TO SPEND:** Yes - within budget. (Except for approval of annual budget and spending in excess of budget, which must be authorised by full council) May be delegated to Clerk and the Chairperson of the Committee (or Council Chairperson if unavailable).
4. **ACCOUNTS:** Financial activity against committee budget will be reviewed and approved at each meeting. The accounts of the committee will form part of the council's accounts and will be audited as part of the council's accounts.
5. **MAX. MEMBERSHIP:** 6 Councillors.
6. **QUORUM:** 3 Councillors.
7. **CHAIRPERSON:** A Councillor to be elected each year at the Annual Council Meeting in May.
8. **MEETINGS/YEAR** Minimum four per year. The Chair may convene an additional meeting if deemed necessary.eg to cover a staff vacancy.
9. **REPORTING:** The Chairperson to report special items and/or recommendations to full council with a copy of the draft minutes at the next available Council meeting following a meeting of this committee.
10. **GOVERNANCE** The Chair will have an ordinary vote and a casting vote and may use the latter, although he/she is not compelled to do so.

Members of the HR & Staffing Committee will not be members of any Staffing appeals panel that may have to be formed.

All committees of the parish council have a duty to consider, propose actions and then deliver RESOLVED actions detailed within the business plan.

11. UNDERTAKINGS:

- a) to make decisions about all staffing matters, subject to budget and expenditure limits decided by the full council.
- b) To recruit and appoint staff and set remuneration levels.
- c) To review, agree and approve contracts of employment and associated documentation.
- d) To review, agree and approve pay awards and other conditions of service.
- e) To agree overtime requirements for all staff, which must be within budget and attributable to a committee.
- f) To review and ensure sufficient staff to cover all necessary work, to report to full Parish Council.
- g) To monitor and assess employee performance, including the annual appraisal of the Clerk by the Chairperson of the Committee and the Chairperson of the Council. The Chair of the committee in conjunction with the clerk, to undertake the annual appraisal of all WPC staff and with the Chair of WCCA the same for WCCA staff.
- h) To set policy and act in relation to disciplinary and staffing matters – except the appeals process to be managed independently by the Chairperson of the Council.
- i) To draft, implement, review, monitor and revise employment policies for staff.
- j) To have delegated powers to consider and implement/negotiate any changes to contract terms, which are required to comply with staffing law, health and safety law and terms and conditions of service as laid down by the National Joint Council (NJC “Green Book”)
- k) To establish training plans and a skills audit for all councillors and staff.
- l) To consider and report to full Council on matters relating to conduct and standards of Councillors.
- m) The committee will be the line manager of the Clerk.
- n) The committee will appoint a councillor who will have responsibility for day-to-day liaison with the officer in consideration of working conditions, holiday/leave arrangements; sickness; ensuring workload is acceptable and manageable; ensuring the clerk has sufficient time to undertake the workload and general well-being of the clerk in his/her work.
- o) The liaison councillor will arrange and lead on appraisals for the Clerk. The liaison councillor will not have decision making powers but will report the liaison/discussions with the Clerk to the Staffing Committee should any decisions be required on any issue.
- p) The liaison councillor, in dialogue with the Clerk, will set targets with realistic timescales to achieve them. The targets will be reported to the committee on a regular basis.
- q) To consider any item delegated by Council.