



HR Committee Terms of Reference

V1.2 2/11/20 – for approval by RPC

1 Purpose

The purpose of the HR Committee (HRC) is to act in a fair and transparent manner on behalf of Rooksdown Parish Council (RPC) in matters concerning human resources, including but not limited to:

- Employment and staffing
- Health and safety
- Training of staff and members

These Terms of Reference are subject to approval by RPC.

2 Membership

Members are appointed by RPC. At its meeting on 27 July 2020 the council appointed the following as members:

- Cllr Jon Payne (Chairman)
- Cllr Scott Mason
- Cllr Paul Mahoney
- Cllr Douglas How
- Cllr Dan Harris

Members are appointed until the next Annual Meeting of the Council. If necessary RPC will from time to time appoint additional or substitute members to the committee.

3 Chairman

The committee shall elect a chairman annually at the first meeting of the committee after the Annual Parish Council meeting, unless RPC has already elected a chair at the Annual Parish Council Meeting.

The committee may choose to elect a vice-chairman as required.

4 Meetings

Meetings will be held as deemed necessary by the members of the HRC or by RPC, subject to RPC's Standing Orders. They will be advertised as required by law and will be open to press and public.

5 Quorum

The quorum for the committee shall be 3 members (including substitutes if appointed).

6 Minutes

The Clerk will take and distribute minutes. If the Clerk is not present for a particular item a member of the committee shall take the minutes and pass them to the Clerk for distribution.

Minutes will be approved at the next meeting of the HRC, or submitted to RPC for approval if no meeting of the HRC shall be scheduled within 9 weeks of the meeting to which the minutes refer. If not already approved and published, draft minutes shall be published within 1 month¹ of the meeting to which they refer.

¹ As required by the Transparency Code 2014

7 Reporting

The chairman of the committee or other designated representative shall report proceedings to the next RPC meeting as required.

8 Scope

The HRC shall have delegated powers to decide on all matters relating to Human Resources including:

- Expenditure of amounts up to the budget agreed for such matters up to a maximum of £5000
- Staff appraisals and performance review
- Staff salary reviews
- Approval of staff overtime and holidays (unless otherwise delegated by RPC)
- Determining employment policies and procedures including:
 - Employment contracts
 - Job descriptions
 - Dignity at Work Policy
 - Disciplinary Policy
 - Equality Policy
 - Grievance Policy
 - Health and Safety Policy
 - Safeguarding Policy
- Training of staff and members
- Recruiting staff
- Dealing with staff grievance and disciplinary matters
- Managing long-term sickness

and such other specific matters as shall be decided by RPC.

Martin Whittaker

Clerk and RFO