

**COLWICK PARISH COUNCIL****HR COMMITTEE  
Terms of Reference**

The HR committee is constituted as a standing committee and appointed to make decisions about all staffing matters, subject to budget and expenditure limits decided by the Full Council.

**Terms of reference**

1. To establish and keep in review the staffing structure in consultation with Full Council
2. To draft, implement, review, monitor and revise all HR and employment policies
3. To establish and review salary payscales for all categories of staff and to be responsible for their administration and review
4. To oversee the recruitment and appointment of staff
5. To arrange implementation of new employment contracts and changes to contracts
6. To establish and review performance management, including annual appraisals and staff training programs for staff
7. To oversee any process leading to dismissal of staff, including redundancy
8. To keep under review staff working conditions, staffing policies and health and safety matters
9. To monitor and address regular or sustained staff absence.
10. To make recommendations on staffing-related expenditure to Full Council
11. To oversee and consider a grievance or disciplinary matters and any appeals in line with Councils policies and procedures
12. To supervise the line management and performance of the Clerk through delegated sub-committee
13. To consider any other matters referred to the committee by Full Council

**General Principles**

The Committee will adhere at all times following principles:

- The UK legal framework for, and good practice in, employment matters
- The confidential nature of employer-employee matters and that many of the items for consideration will require that the public and press be excluded by resolution of the Committee
- Nationally negotiated model contract, benchmarking and terms and conditions for the employment of the Clerk to the Council
- Relevant council protocols and policies

**Operational Principles**

The Committee will operate within the following parameters:

- The committee shall meet a minimum of 3 times per year and additionally as necessary to fulfil their brief.
- There will be a minimum of 3 members and the quorum will be 3.
- Full Council will appoint the members and Chair of the HR Committee annually via the AGM or via resolution at Full Council should a vacancy arise.
- HR Committee will have delegated authority to establish relevant HR sub-committee for the line management of the Clerk and to handle any specific confidential matters.
- The HR Committee will receive reports from the Clerk who will advise members, whether or not a particular item under discussion is within the Committee's delegated powers as set out in Standing Orders.
- The HR Committee can make recommendations to Full Council for decisions not within the delegated powers and remit of the Committee.
- The minutes of the HR Committee will be published with any relevant confidential information redacted following the approval of minutes by the Committee.