

Lyneham and Bradenstoke Parish Council

# Terms of Reference of the Human Resources Sub-Committee

A Sub-committee of the Lyneham and Bradenstoke Parish Council Finance  
Committee

Adopted by Lyneham and Bradenstoke Parish Council

On

Xx xxxxxx 2020

To be reviewed annually

## 1. Premise

- 1.1. The HR Sub-committee is a Sub-committee of the Finance Committee of Lyneham and Bradenstoke Parish Council.
- 1.2. The purpose of the HR sub-committee is to meet legislative requirements to provide human resource management in respect of employment of staff by the Parish Council, to ensure good governance and health and safety of staff and to consider the training needs of Councillors and staff.

## 2. Membership

- 2.1. The committee shall comprise of at least three councillors appointed at the Annual Council meeting or at a Council meeting.
  - a) Members of the Committee shall be appointed each year at the Annual Meeting.
  - b) The quorum shall be three.
- 2.2 At the first meeting of the HR Sub-committee, a Chair will be elected by the members and the proposed terms of reference agreed.
  - 2.2.1 If a vacancy occurs during the year, then a replacement must be approved by the Parish Council at the next available full council meeting.
- 2.3 These terms of reference must be approved by full Council.

## 3. Meetings

- 3.1. Meetings will be convened on a scheduled basis and/or a needs basis, both within the requirements of the Local Government Act 1972, Schedule 12, para 10 and the Public Bodies (Admission to meetings) Act 1960, para 1
- 3.2. Meetings will not commence until the decision is taken to exclude the press and public.

3.3. At the discretion of the Chair of the Sub-committee, specialist HR advisors may be requested to attend. These advisors shall have no voting rights.

3.4. The Sub-committee may seek guidance and advice from appropriate organisations such as Wiltshire Association of Local Councils, National Association of Local Councils, Society of Local Council Clerks, ACAS, Employment Solicitors etc. and if in attendance these advisors shall have no voting rights.

3.5. The committee will comply with and have due regard to policies and guidance relating to staffing matters, which include (but are not limited to):

- Code of Conduct and attendant regulations.
- Standing Orders.
- Financial Regulations.
- Staff contracts which reference Terms and Conditions of Employment.
- ACAS Guidelines and procedures for grievances or disciplinary matters.
- National Joint Council (NJC) 'Green Book' pertaining to employment of local authority staff.

## 4. Recording the Meetings and Decisions

4.1. The Chair of the committee shall ensure that an accurate record of the meeting is taken, and all decisions or recommendations are in line with the Standing Orders.

4.2. The committee will ensure that a copy of the minutes is provided to the next full council meeting (with due regards to confidentiality)

4.3. If requested, the Parish Clerk may be required to attend and to minute the meeting.

## 5. Restrictions

5.1. The Chair of the Parish Council is not to be a member of the committee in order that they can chair a meeting of the Parish Council as an appeal body, should that be required.

- 5.2. Only members of the Parish Council may be members of the committee.
- 5.3. Only members of the Sub-committee may attend meetings unless specifically summoned.
- 5.4. If a member of the Parish Council is involved in any matter under discussion that member will not sit as a member of the HR Sub-committee.

## 6. The Committee's Responsibilities and Powers

- 6.1. The committee has the power under the Local Government Act 1972 to undertake all matters for the management of the Clerk and for assisting the Clerk with direction on management of other staff. The appraisal for the Clerk will be undertaken by all the appointed members of the HR Sub-committee.
- 6.2. Under the above Act the HR Sub-committee has the responsibility of agreeing employment policies, procedures and documentation including Dignity at Work policy, Bullying and Harassment policy, Disciplinary and Grievance policy, Equal Opportunity policy, Appraisal policy and Health and Safety policy for recommendation to the Parish Council for approval.
- 6.3. The HR Sub-committee has the power under the Local Government Act 1972 sections 101 and 112(2) to negotiate and agree with employees to confirm or amend terms and conditions, as well as any proposed salary awards, which will be reported to full Council for a decision.
- 6.4. The HR Sub-committee is responsible for Grievance & Disciplinary issues and Appeals.
- 6.5. The HR Sub-committee will ensure an effective system of performance management is maintained for Council staff and will carry out performance management for the Clerk.

- 6.6. The committee should consider training and professional development for Councillors and take these to full Council for agreement and consider training and professional development for staff.
- 6.7. The committee will consider strategies and future direction for the committee and its responsibilities and appropriate actions.

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