

Exbourne with Jacobstowe Parish Council

H.R. Committee – Terms of Reference.

This document sets out Exbourne with Jacobstowe Parish Councils approved and agreed practices. Any deviation must be made by resolution of the full Council and recorded below.

Document Number:	EJPC 023
Approved by Resolution Number:	RR2023/037
Minutes Reference:	7.10.23 a)
Ratified on:	24.10.2023
Frequency of review:	At a full Council Meeting
Version Number:	1.0

Version Control and Reviews:

Revision History

Date	Version	Notes
24.10.2023	1.0	Terms of Reference adopted.

Policy Review (where document reviewed but no changes made):

Review Number	Date	Resolution number & Minutes Ref:

THIS IS A CONTROLLED DOCUMENT

Whilst this document may be printed, the electronic version maintained on the Exbourne with Jacobstowe Parish Council laptop is the controlled copy. A .pdf version of this document is published on the Exbourne with Jacobstowe Parish Council website. Any printed copies of this document are not controlled.

H.R. COMMITTEE

1. Committee

The H.R. Committee is constituted as a Standing Committee of Exbourne with Jacobstowe Parish Council.

2. Members

A Minimum of 3 Parish Cllrs appointed annually at the Annual Meeting of the Parish Council. The quorum of the Committee shall be two Members in the event of a tied vote the matter shall be referred to the full council for resolution.

3. Lead Cllr

The Lead Cllr to be elected annually by the Full Council at the Annual Council Meeting and will be the main point of Contact for the Clerk for all H.R. matters.

4. Meetings

Held as required, in addition at least one annual meeting in October, to review Clerk contract and job description, carry out annual appraisal to include recommendation for pay scale increment, and associated HR policies. Otherwise, meetings will be convened as and when necessary, eg to deal with grievance or disciplinary matters, to recruit staff vacancies; or to deal with other emerging personnel issues.

Meetings will be in private rather than in public due to the confidential nature of business under **Local Government Act 1972, 12A Part II** confidential business.

5. Confidentiality

All Members must preserve confidentiality of all individual staffing matters pertaining to the business of the Committee.

6. Terms of Reference

To review the Terms of Reference of the H.R. Committee, when necessary, throughout the year in light of working practices and make appropriate recommendations to Full Council.

7. Delegated Powers & Responsibilities

The H.R. Committee has the delegated authority from Exbourne with Jacobstowe Parish Council to act on behalf of the Council, to deal with all personnel, employment, and recruitment issues, including, but not limited to:

- To advise Council on issues of staff pay and conditions.
- To advise and make recommendations to the Council about the pension provision of the Clerk
- To annually review and appraise the performance of the Clerk and to recommend any adjustment of salary to the Council.
- A quorum of the Committee will provide line manager function for the Clerk, including responsibility for covering urgent matters in absence of the Clerk, such as holiday cover, sick leave and other absence from work. The Lead of the Committee will act as the liaison between the Committee and the Clerk, where appropriate.
- To ensure the Council complies with all legislative requirements relating to the employment of staff.
- To deal with any staff disciplinary or grievance matters in accordance with the Council's Policies.
- To oversee the appointment and recruitment process of Council employees.
- To recommend to Council the appointment or termination of contract for the Clerk.
- To review health and safety at work for all employees

- A quorum of Cllrs to undertake emergency actions as listed below, in the absence of the Clerk due to holiday, sickness or unforeseen circumstances unless/until a locum is appointed,
 - ❖ Approve any emergency expenditure in accordance with Standing Orders and Financial Regulations if 'Action' required before the Clerk returns;
 - ❖ Monitor incoming emails to Council email address
 - ❖ Planning application notifications – circulation by email to Cllrs
 - ❖ Act upon urgent emails requiring 'Immediate Action' before the Clerk is due to return to work, keeping a history of actions and responses to update Clerk on return to duty.

8. Reporting to Council

The Lead of the H.R. Committee must provide a written report to Full Council at the next available Meeting in respect of those activities and recommendations at meetings, or in absence of the Clerk, in order that progress may be noted, and decisions ratified.