

MILBORNE PORT PARISH COUNCIL

TERMS OF REFERENCE

The Human Resources Committee

Authority:

1. The HR Committee is appointed by and is solely responsible to the Milborne Port Parish Council. The Committee will meet on an ad hoc basis as required but at least four times per year, other meetings will be as required.
2. Milborne Port Parish Council has agreed to adopt the HR Committee's Terms of Reference at its meeting held on **1st September 2020** and has recorded the decision under Minute: **6C1**
3. Milborne Port Parish Council will consider renewing these Terms of Reference each municipal year.

Membership:

1. All members of the Committee must be elected Councillors and are appointed by Full Council at the Annual Meeting of Council (May). The Committee will consist of no fewer than three elected Councillors and a maximum of five.
2. At its first meeting it will elect a Chairman to preside at its future meetings. To be elected each year after the Annual Council meeting.
3. A quorum at the Committees meetings will consist of no fewer than three elected members. The Chairman and Vice Chairman of the Council will automatically be members of the committee and have full voting rights.
4. The Committee can co-opt non-Committee members onto the Committee - via an agenda item and vote of the current membership - on an ad hoc basis to either benefit from that Councillor's specialist knowledge or to make the Committee meeting quorate.

Chairmanship:

1. The Chairman of the Committee plays a special role in the management of the Clerk and in effect acts as the Clerk's line manager.
2. The Chairman is responsible for delivering the Clerk's annual appraisal.

Meetings & Procedures:

1. The Committee will operate within Milborne Port Parish Council's Standing Orders
2. Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors with recommendations for the next Full Council meeting, if appropriate, in a closed session.

Responsibilities / Remit:

1. To support the Officer Holder of Clerk in their role, to enable them to carry out the role to the best of their abilities and for the benefit of the Council and Community.
2. To ensure the Council complies with all legislative requirements relating to the employment and care of staff and make recommendations to Full Council.

3. To regularly review the Council's policies that relate to staff employment (i.e. contracts of employment, job descriptions and person specifications) and make recommendations to Full Council
4. To consider the continuous development needs of the Clerk and how the Council and what resources are required to support this.
5. To manage the 'Human Resource' & 'General Administration' budget lines, in conjunction with the Clerk, and make any necessary recommendations to Full Council
6. To annually (October) make a recommendation to Full Council on the setting of the 'Human Resource' & 'General Administration' budget lines for the following year.
7. To recommend to Full Council any appropriate salary increase for the Clerk or the payment of any other benefits.
8. To act as a disciplinary panel for the Clerk or an appeals panel in the case of any appeal against disciplinary action taken by the Clerk.
9. To hear any formal grievance made by or against the Clerk and resolve.
10. To receive and resolve upon complaints by members of the public or councillors against the Clerk

To support the Clerk in:

1. Review staffing structures, levels and salaries.
2. Annual appraisals for staff.
3. Disciplinary procedures against staff.
4. The continuous development needs of staff and having the resources to meet this.
5. Recruitment of new staff members.