



## West Monkton Parish Council

### HUMAN RESOURCES (HR) COMMITTEE TERMS OF REFERENCE

#### Constitution and Authority

- The HR Committee is constituted as a Committee of West Monkton Parish Council.
- The Committee is authorised by the Council to manage any activity within its Terms of Reference.
- The Committee's Terms of Reference will be reviewed at the first meeting after the Annual Meeting of the Council or when necessary and make appropriate recommendations to Full Council. The Council may also amend the Committee's Terms of Reference at any time.
- The Committee may from time to time investigate, discuss, or review matters outside its Terms of Reference if required to do so by the Council.
- The Committee is authorised by the Council to obtain external legal and other professional advice and to secure attendance of anyone it considers has the relevant experience, expertise or knowledge with the agreement of the Council Chairman and Chairman of the HR Committee.
- All external correspondence shall be conducted by the Clerk of the Parish Council and then copied by email to the Chair of the Committee.
- Agenda and Minutes of all meetings shall be prepared, published, posted and kept by the Clerk.
- The unconfirmed minutes of each Committee meeting will be circulated to all members of the Council, published on the Council website, and considered for approval at the next meeting of the Committee.
- The Council delegates the roles to the Committee on the basis that the resultant work is being undertaken by the Council as a whole.

#### Membership & Voting

- The Committee shall be appointed at the Annual Council Meeting, or at a full Council meeting during the year if necessary.
- The Committee will meet after the Annual Council Meeting to appoint a Chair and Vice Chair and will then meet on an ad hoc basis throughout the year as and when necessary.
- The Committee will consist of not less than three and not more than five Councillors. In addition, the Chair and Vice Chair of the Council shall have the opportunity to sit on the Committee as ex officio members and be entitled to vote.
- The Committee shall elect a Chairman and Vice Chairman (if appropriate) annually at its first meeting following the Annual Council Meeting, or do so after the post is vacated.

- Three members of the Committee shall constitute a quorum.
- Voting shall be by a show of hands, or, if at least two members so request, by ballot. The Chair of the Committee shall have a second or casting vote in the case of an equality of votes.
- Other Council members shall have the right to attend the Committee meetings, and with the right to speak if invited to do so by the Chairman. There is no right to vote.
- From time to time, and as appropriate, the HR Committee may consider items “In Committee” and these parts of the meeting will be subject to the prevailing regulations and practices.
- Members of the public will be required to leave the meeting under any “In Committee” discussions unless otherwise agreed by the committee.

### **Responsibilities and Principal Objectives**

The purpose of the Human Resources Committee is to consider member and officer issues, including:

- To consider breaches of the council’s code of conduct for members and, based on the report of Somerset Council’s monitoring officer, recommend to Full Council any sanctions that should be applied to that member under the Council’s voluntary code.
- To undertake a review the Council’s code of conduct every 4 years (to coincide with each Council term) and make recommendations to the Full Council on any revisions that are required.
- To consider the establishment structures, staffing levels, job descriptions, person specifications, job evaluations, and the remuneration levels.
- To ensure that the Council has policies and procedures in place to meet its human resources statutory responsibilities.
- To consider and review human resources policies and procedures including the Volunteer Policy.
- To undertake employment of staff including advertising / interviewing and appointments subject to ratification by the Chair or Vice Chair of Council. Appointments will be reported to the next Full Council meeting.
- To appraise the performance of all Council staff.
- To consider grievances and complaints against Council staff and / or volunteers.
- To consider appeals against grievance and disciplinary decisions made by officers.
- To consider the development of the Council’s workforce.
- To monitor the learning and development of members and staff.

### **Review**

These terms of reference are to be reviewed annually by the Committee at the first meeting following the Annual Meeting of the Council.