

Human Resources Committee

Terms of Reference

Purpose

The committee ensures that the council adheres to current employment laws, regulations, and best practices, fostering a fair and equitable workplace. Whilst overseeing recruitment processes; includes the approval of job descriptions and selection criteria.

Responsibilities

As the Parish workforce grows, to discharge the functions of the Council in accordance with Human Resources /Personnel functions to ensure health and wellbeing of employees is met, this includes:-

- The appointment of Parish council employees
- Handle disciplinary and grievance hearing to current
- National HR legislation.
- The holding of disciplinary and grievance hearings in respect of appeals against the decisions of the Employment Resources and Recruitment Committee.
- The establishing of a competency framework identifying the skills required to be a council employee.
- Ensuring the council has a training package for new employees and for new members.
- Ensuring the council has appropriate Job Descriptions for its employees. · Monitoring of payroll

Delegation

The delegated authority of this Committee encompasses making recommendations for training and development needs, staffing structure, performance reviews, and HR policies.

Allocated Budget for 2024-25

£97,700.00

Membership

Chair	Sheila Withams	Member
Vice-Chair	Jon Land	Member
	Joan Cole	Member
	Michelle Collins	Member
	Ray Dykstra	Member
	David England	Member
	Lara Gifford	Member
	John Parker	Member
	Claire Sproats	Member
	Steph Wilcox	Member
Staff	Julie Drummond	Senior Clerk
	Emmeline Coverdale	Clerk

Human Resources Committee

Terms of Reference

Member definition – ‘Member’ must be a serving member of the Parish Council
Membership is reviewed at Warboys Parish Council Annual General Meeting in May.

Quorate

Four members must be present to form a quorum.

Aims

To:

- Develop and oversee performance review processes that promote continuous improvement and address areas needing development.
- Advocate for initiatives and policies that promote the physical, mental, and emotional wellbeing of all employees, contributing to a supportive and healthy workplace culture.
- Monitor and ensure compliance with all relevant employment laws and regulations.
- Align HR strategies and initiatives with the council’s overarching goals and objectives, ensuring that the human resources function supports the council’s mission and vision.

Frequency

Meetings are scheduled quarterly; March, June, September & December

Recording of decisions

Decisions will be recorded by the Clerk / Assistant Clerk, stored electronically.

Reporting of project progress

Members to be nominated to report meeting decisions to 1st full council following any meeting of the committee.

Agenda Circulation

Agenda to be circulated 6 days before the scheduled meeting and posted on the Parish Notice Boards.

Confidentiality

Members of this committee are expected to keep Council matters confidential as per standing order; 11 (d) Councillors, staff, the Council’s contractors, and agents shall not disclose confidential information or personal data without legal justification.

Code of Conduct

(as per the Council’s approved policy)

Human Resources Committee

Terms of Reference

Signatories attached:

I agree to unite and participate to fulfil the purpose of the Employee, Resources & Employment Committee and adhere to its Terms of Reference, dated: 24/06/2024	
Name	Role
	Chair
	Vice- Chair
	Member
	Member
	Member
	Member
	Member
	Member
	Member
	Member
	Member
	Member
	Member

There will be no tolerance for abuse, the use of derogatory remarks, personal insults, threats or any form of discrimination.