

SHERBURN IN ELMET PARISH COUNCIL (SEPC)

TERMS OF REFERENCE

ADOPTED 16/05/2022

TO BE REVIEWED: MAY 2023

PERSONNEL/ HUMAN RESOURCES COMMITTEE

Membership – 5 Members

(To be appointed annually at the Annual Meeting of the Parish Council each year or when a vacancy occurs)

- The Personnel/HR Committee to consist of 5 members.
- The Chairman is to be elected annually by the Personnel/HR Committee at the first meeting after the Annual Council meeting of Sherburn in Elmet Parish Council and shall hold office until the next Annual Council.
- The quorum of the Committee is 3.

Aims:

To develop strategy and policy in all matters relating to human resources and to take employment related decisions on behalf of the Council where directed.

Objectives:

To provide effective and professional staff management in all matters related to the employees of the council and to help ensure that the Council is exercising an adequate duty of care for all of its employees.

Meetings and administration:

- Ordinary meetings of the SEPC Personnel/HR Committee will be held monthly
- The SEPC Proper Officer will convene ordinary meetings of the Personnel/HR Committee.
- Members will be summoned to attend meetings which will be held in Eversley Park Centre
- Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.
- SEPC Standing Orders will apply to all meetings of this Committee.
- All resolutions shall be recorded in the minutes of the meetings.
- Minutes of SEPC Personnel/HR Committee meetings will be approved at the next meeting of this Committee.
- Minutes of all meetings will be recorded by the Clerk and circulated to all members of SEPC for information.

Accountability:

The Personnel /HR Committee has delegated powers to act/make decisions on behalf of the full council in relation to the defined terms of reference only; any recommendations outside the Personnel/HR Committee's terms of reference shall be made to the full council.

Scope

Recruitment of SEPC Staff:

- The Personnel/HR Committee to have full delegated powers for the recruitment and selection and appointment of all staff, with the exception of the Clerk/Executive Officer (see below)
- The Personnel/HR Committee will have delegated powers to review job descriptions, person specifications and to approve contracts of employment.

- The Personnel/HR Committee will have delegated powers to undertake recruitment process for all staff.
- The Personnel/HR Committee will consider applications received for vacant posts.
- Successful short-listed applicants to be interviewed by an Interview panel which consists of 3 members of the Personnel/ HR Committee.
- Recommendations for appointment for all posts (with the exception of post of Clerk/Executive Officer) shall be considered by the Personnel/ HR Committee.
- The Personnel/ HR Committee will have the delegated power to make appointment to vacant posts (with the exception of the Clerk/Executive Officer (see below))
- The Committee will follow the provisions of the council's recruitment policy.

Recruitment of Clerk/Executive Officer:

- The Personnel/HR Committee will consider applications received for the vacant post.
- Successful short-listed applicants to be interviewed by an Interview panel which consists of members of the Personnel/ HR Committee
- The interview panel will make recommendations Personnel/ HR Committee as to preferred candidates.
- Preferred candidates will be invited to a meeting of SEPC at which they will be provide a short presentation.
- SEPC will consider said presentations and feedback from the Personnel/HR Committee.
- SEPC will approve the appointment of SEPC Clerk/Executive Officer

Policies and Procedures:

- The Personnel/HR Committee will have delegated powers to consider and implement all employment related policies and procedures (including Staff and Councillor handbooks) and any changes, which are required to comply with Employment Law, Health and Safety Law and Terms and Conditions of Service as laid down by the National Joint Council (NJC "Green Book") and recommended by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC)

Staff Management:

- The Personnel/HR Committee will have delegated powers related to performance management of all council employees and to administer Discipline and Grievance Procedures.
- The Personnel/HR Committee will have delegated powers related to management and approval of contracted hours, TOIL, overtime and annual leave for all council employees.
- The Personnel/HR Committee will have delegated powers to appoint a sub-committee to administer any appeal process required.
- The Personnel/HR Committee will appoint one of its members to act as Line Manager to the Clerk/Executive Officer and to direct the line manager in his/her role and responsibilities. The line manager will have no powers to take action and will report directly to the Personnel/HR Committee.
- The Personnel/HR Committee will have delegated powers to carry out annual staff appraisals (in October each year).
- The Personnel/HR Committee will have delegated powers to implement actions arising from staff appraisals (see financial consideration below).
- The Personnel/HR Committee will have delegated powers to consider and implement NJC pay awards, increments and payroll management.

Financial considerations:

- The Personnel/HR Committee will have delegated powers to carry out annual staff appraisals (in October each year) and to submit financial proposals in respect of salaries and training of all staff to Finance and Governance Committee (not later than the end of December each year).

- The Personnel/HR Committee will have delegated powers to review staff pension arrangements. Recommendations for any financial implications will be submitted to the Finance and Governance Committee

Review:

The HR Committee's terms of reference are to be reviewed annually at the first meeting after the Annual Council meeting.

Any recommendations for change will be submitted to the next ordinary meeting of SEPC for consideration.