

HOLLINSWOOD & RANDLAY PARISH COUNCIL

Human Resources

Terms of Reference

Elections and set-up of Committee:

The Full Council, at its Annual Meeting, shall elect Members to this Committee. Members will remain in post until the next Annual Meeting unless they cease to be a Member of the Parish Council during the year.

Membership will consist of 5 Members with a Quorum of 3. If a vacancy exists, Council will include this on the next appropriate agenda.

The first meeting of the Committee shall elect a Chairman and Vice Chairman.

The first meeting will confirm its Terms of Reference for a four-year period.

The Committee shall act under the Standing Orders and Financial Regulations of the Council at all times.

Strategic Aim:

To effectively manage and monitor the Council's staffing structure to ensure best value for the community.

To deal with all personnel and human resource related issues prior to reporting to Full Council.

The Committee may also recommend to Full Council areas of expenditure or savings that are human resource related.

To oversee the Youth Provision Partnership and the Special Needs Activity Centre and to lead on projects and plans relating to young people, including pre-school, afterschool and youth provision.

Activities:

To monitor the staffing level and structure of the Parish Council.

Ensure that the staffing level is appropriate for the work identified by the Parish Council through the Council's Strategy.

Organise and monitor staff reviews.

Undertake salary and wage reviews.

Monitor Health & Safety at Work and Risk Assessments which are staff related.

Support Members and Staff in personal training.

To monitor the youth provision within the Parish and in particular the after-school club, Wednesday Wizards.

To liaise with partners to consider appropriate provision for pre-school, after-school, special needs and youth activities.

Method:

To work closely with the Clerk on all staff related matters.

To support the Clerk to lead and direct staff and enable them to be successful in their roles.

Roles and Responsibilities:

- To lead recruitment
- To support staff to carry out the wishes of the Parish Council
- To ensure a safe working environment
- To ensure all staff are aware of their responsibilities
- To ensure that they have the materials to carry out their roles, including uniform
- To make all staff aware of legal obligations
- To inform all staff in relation to employment law, pensions etc.
- To deal with matters relating to contracts, discipline and redundancy

Delegated Authority

The Human Resources Committee has the authority to:

- Support the Clerk when dealing with urgent HR matters
- Liaise with the Clerk on matters of a confidential nature relating to Members of Staff
- Receive and authorise details of the monthly salaries
- Make decisions relating to temporary staff requirements if and when required.
- Support the Clerk regarding disciplinary matters
- Take a lead role regarding any disciplinary matters relating to the Clerk

Meetings

A minimum of three meetings per year agreed annually as part of the meeting schedule.

Additional Meetings may be called by the Chairman and Vice Chairman, in consultation with the Clerk, as and when required.

Specific project meetings can be arranged as required.

Review

Any three members of this committee may call a meeting via the Clerk and include on the Agenda a proposal for any item within the Terms of Reference to be discussed.

SignedDate.....