

Lyneham and Bradenstoke Parish Council

Terms of Reference of the Human Resources Sub Committee



Lyneham and Bradenstoke Parish Council

Terms of Reference of the Human Resources Sub Committee

(A Sub Committee of the Lyneham and Bradenstoke
Parish Council's Finance Committee)

Version 1

Adopted by Lyneham and Bradenstoke Parish Council

On

11th February 2020

To be reviewed annually



1. Premise

- 1.1. The Human Resources sub-committee is a sub-committee of the Finance Committee of Lyneham and Bradenstoke Parish Council.
- 1.2. The purpose of this sub-committee is to meet legislative requirements to provide human resource management in respect of employment of staff by the Parish Council and to ensure good governance and health and safety of staff; and to consider the training needs of Councillors and staff.

2. Membership

- 2.1. The committee shall comprise of at least three councillors appointed at the Annual Council meeting or at a Council meeting.
 - a) Members of the Committee shall be appointed each year at the Annual Meeting.
 - b) The quorum shall be three.
- 2.2. At the first meeting of the HR Sub Committee, a Chair will be elected by the members and the proposed terms of reference agreed.
 - 2.2.1. If a vacancy occurs during the year, then a replacement must be approved by the full council at the next available full council meeting.
- 2.3. The terms of reference must be approved by full Council.

3. Meetings

- 3.1. Meetings to be convened on a scheduled basis and/or a needs basis, both within the requirements of the Local Government Act 1972, Schedule 12, para 10 and the Public Bodies (Admission to meetings) Act 1960, para 1



- 3.2. Meetings will not commence until the decision is taken to exclude the press and public.
- 3.3. At the discretion of the Chair of the committee, specialist HR advisors may be requested to attend. These advisors shall have no voting rights.
- 3.4. The committee may seek guidance and advice from appropriate organisations such as Wiltshire Association of Local Councils, National Association of Local Councils, Society of Local Council Clerks, ACAS, Employment Solicitors etc., if in attendance these advisors shall have no voting rights.
- 3.5. The committee will comply with and have due regard to policies and guidance relating to staffing matters, which include (but are not limited to):
 - Code of Conduct and attendant regulations.
 - Standing Orders.
 - Financial Regulations.
 - Staff contracts which reference Terms and Conditions of Employment.
 - ACAS Guidelines and procedures for grievances or disciplinary matters.
 - National Joint Council (NJC) 'Green Book' pertaining to employment of local authority staff.

4. Recording the Meetings and Decisions

- 4.1. The Chair of the committee shall insure that an accurate record of the meeting is taken, including all decisions in line with the Standing Orders.



- 4.2. The committee will ensure that a copy of the minutes is provided to the next full council meeting (with due regards to confidentiality)
- 4.3. If requested, the Parish Clerk may be required to attend and to minute the meeting.

5. Restrictions

- 5.1. The Chair of the Parish Council is not to be a member of the committee in order that they can chair a meeting of the parish council as an appeal body, should that be required.
- 5.2. Only members of the parish council may be members of the committee.
- 5.3. Only members of the committee may attend meetings unless specifically summoned.
- 5.4. A member of the Council will not sit as a member of the Personnel Committee if that member is involved in any matter under discussion.

6. The Committee's Responsibilities and Powers

- 6.1. The committee has the power under the Local Government Act 1972 to undertake all matters for the management of the Clerk and for assisting the Clerk with direction on management of other staff. The appraisal for the Clerk will be all the members of the Human Resources Sub Committee.
- 6.2. Under the above Act the committee has the responsibility of agreeing employment policies, procedures and documentation including Dignity at work/bullying and harassment policy, disciplinary and grievance policy, equal opportunity policy, appraisal policy and the health and safety policy, for recommendation to the Parish Council.



- 6.3. The subcommittee has the power under the Local Government Act 1972 sections 101 and 112(2) to negotiate and agree with employees to confirm or amend terms and conditions as well as any proposed salary awards which will be reported to full Council for decision
- 6.4. The subcommittee is responsible Grievance & Disciplinary issues and Appeals.
- 6.5. The subcommittee will ensure an effective system of performance management is maintained for Council staff and will carry out the performance management system for the Clerk.
- 6.6. The subcommittee should consider training and professional development for Councillors and take these to full Council for agreement and consider training and professional development for staff.
- 6.7. The committee will consider strategies and future direction for the committee and its responsibilities and appropriate actions.

This policy has been produced in accordance with guidance from the Chartered Institute of Personnel and Development (CIPD), the National Association of Local Councils (NALC), the Advisory, Conciliation and Arbitration Service (ACAS) and the Local Council Public Advisory Service (LCPAS)