

HUMAN RESOURCES WORKING GROUP TERMS OF REFERENCE

The Human Resources Working Group Terms of Reference were adopted by Trull Parish Council at its Parish Council Meeting held on 20th January 2025.

1. Members

- Three Parish Councillors are appointed annually at the Annual Meeting
- Membership of the WG may change during the year due to membership.

2. Quorum

The quorum of the WG shall be three Members.

3. Responsibilities

The WG is responsible for the employment and welfare of all employees.

4. Meeting Duration

The Human Resources WG meeting may be for a maximum of 2 hours, with any unfinished business being taken at the beginning of the next meeting. In exceptional circumstances the meeting may be extended with a vote taken by Members.

5. Specific Delegated Powers:

- To review staffing structures and levels and make recommendations to the Council.
- To keep under review the contract of employment, job descriptions and person specification of the Clerk/RFO.
- To review clerk salaries and terms of conditions and make recommendations to the Council.
- To appoint, from its membership, a recruitment panel when necessary and recommend appointments to the Council. Recruitment panels will normally include at least three members in the case of appointment plus the Clerk.
- To monitor the Council's employment policies and procedures in respect of changes to legislation and make recommendations to Council where appropriate.

6. Performance

- To receive and review staff appraisal of the Clerk.
- To identify training requirements through appraisal and agree staff training programmes.

7. Complaints

- To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure and take whatever action necessary.
- To appoint from its membership three members to act as a disciplinary panel and as the appeals panel in the case of any appeal against disciplinary action taken by the Clerk.
- To appoint from its membership three members to hear any formal grievance made by the Clerk.

To be Reviewed: May 2025