

BELTON WITH BROWSTON PARISHCOUNCIL
H.R. COMMITTEE

TERMS OF REFERENCE

(a) Purpose

The purpose of the **H.R. Committee** is to oversee the employment, management of the Council and to make appropriate recommendations to the Council for ratification.

(b) Membership

The **Committee** shall comprise three Councillors. The quorum is **three** and the **Committee** shall meet **as required**.

(c) Functions

The **Committee** will be responsible, in conjunction with the Clerk to the Council or other professional advisers, for:-

- staff performance review/appraisals
- creating future employee contracts
- operation of the Council disciplinary and grievance appeal procedures and equal opportunities policy
- health, safety and welfare of staff
- developing HR strategy
- developing and reviewing of HR policies and procedures
- salary grading and pay including annual staff review and other remuneration matters
- leave entitlements including annual holiday, sickness, statutory entitlements and special leave

A Recruitment and Selection Panel should also be set up for example to appoint a Clerk comprising of the interview panel (of perhaps three Councillors and a professional adviser if required) who are involved throughout the recruitment and then the selection process.

(d) Confidentiality

Parts of the meetings of this **Committee** will be confidential to the members of the HR Committee with the press and the public excluded where appropriate.

Any recommendations made by the committee must be ratified by the Parish Council.