

## **STURTON BY STOW PARISH COUNCIL**

### **HR SUB-COMMITTEE - TERMS OF REFERENCE**

The HR Sub-Committee members are appointed by full Council to deal with all staffing matters; subject to budget, expenditure and contractual limits which are decided by the full Council. To meet as and when required to ensure the council complies with the requirements of employment law and follows best practice in providing good working conditions for staff, including having regard for their health and safety.

**Chair:** Cllr Hawke

**Membership:** Cllr Taylor and Cllr C Christie

**Membership:** The committee shall comprise of no fewer than three members and no more than six.

#### **Purpose of HR Sub-Committee**

1. To be the focal point of all staffing issues.
2. To conduct a review of contracts, staffing policies and procedures every two years and to keep under review the staffing structure in consultation with the Full Council
3. To establish and review performance management (including annual appraisals) and staff training programmes for the Clerk.
4. To draft, implement, review, monitor and revise policies for staff.
5. To establish and review salary pay scales for all staff, and to be responsible for their administration and review.
6. To oversee the recruitment and selection process for members of staff-*all appointments to be formalised by full council resolution.*
7. To arrange for the execution of new employment contracts, and changes to contracts.
8. To oversee any process leading to dismissal of staff (including redundancy).
9. To keep under review staff working conditions, and health and safety matters.
10. To monitor and address regular or sustained staff absence.
11. To make recommendations on staffing related expenditure to full Council.
12. To keep up to date with developments in employment law as they arise to ensure the Council complies with its legal duties and responsibilities as an employer and recommends policies for adoption by the Council.
13. To obtain legal and HR advice from suitably qualified organisations and persons as the Committee may deem necessary to fulfil its duties subject to budgetary limits approved by Council.
14. To consider any appeal against a decision in respect of pay.
15. To consider a grievance or disciplinary matter and handle grievance and disciplinary matters and pay disputes.
16. Making arrangements for any necessary Panels for appeals ensuring fairness and impartiality.

HR Sub-Committee to report back to full Council as required.

**Review arrangements:** The appointment of the committee will be considered at the Annual Meeting of the Parish Council. In accordance with Standing Orders, the Full Council may decide to alter or dissolve the HR sub-committee as required. The sub-committee shall be permitted to review its Terms of Reference and make recommendations to the Full Council.

**Policy adopted:** 1<sup>st</sup> May 2024

**Date of next review:** May 2026

**Reviewed:** 1<sup>st</sup> May 2025