

TERMS of REFERENCE: HR PANEL

PURPOSE: To set out the responsibilities, restrictions and limitations of operation of the Melbourn Parish Council Human Resources Panel

SCOPE: This document covers all those activities related to the administration, employment and good management of staff employed by the Melbourn Parish Council. **(These rules are supplemental to, and do not in any way override, the Parish Council's Standing Orders &/or financial regulations. Recommendations from HR Panel will be discussed and approved by full council prior to implementation).**

1. Membership and Chairing

The HR Panel will consist of a maximum of five Councillors and will need 3 in attendance in order to be deemed quorate.

Membership of the committee will be as decided at the Annual Parish Council meeting each year. The HR Panel will elect a Chair from among the members of the Panel. In the absence of the Chair at a meeting the panel will elect any member to act as Chair for that meeting.

The HR Panel may invite non-members to attend meetings.

2. Terms of reference

- 2.1 To monitor and implement the Parish Council's Employment Policy, including criteria relating to the use of discretionary elements such as pay rates.
- 2.2 To make recommendations on matters affecting terms and conditions of employment, Health and Safety, employee performance and redundancy.
- 2.3 To monitor and implement agreed progression steps through the Salary Scales Policy.
- 2.4 To act as a reference point for staff in cases of sickness, hardship and/or requests for special leave.
- 2.5 To act as the primary reference point for Grievance and Disciplinary procedures, and provide recommendations on these to Full Council.
- 2.6 To provide advice and support to the council in applying policies on Harassment and Bullying and Equality and Diversity issues.

- 2.7 To review staffing in terms of structure and fitness for purpose, at least annually, making recommendations for any changes to Full Council.
- 2.8 To co-ordinate staff recruitment and interviewing in conjunction with council staff and other councillors as required.
- 2.9 To create and update job descriptions, contracts of employment, staff handbooks and any other critical staff-related documentation as required.
- 2.10 To provide a formal line management function to the Clerk through a nominated member of the HR panel.
- 2.11 To identify, implement and maintain an employee training programme that covers, Induction, Employment Policies, Health and Safety and skills-related training.
- 2.12 To agree and carry out performance management of the Clerk.
- 2.13 To support the Clerk in their role as line manager in setting performance measurements for staff reporting directly to them.
- 2.14 To ensure that all employee personnel records and related correspondence are kept securely in accordance with the requirements of the Data Protection Act 1998.
- 2.15 To liaise with CAPALC and NALC as required on Human Resources issues.

Document Approval:

**(Chair to Melbourn
Parish Council)**

Date of Parish Council Meeting:

Review Policy: Annual