

## **Cheddleton Parish Council HR Committee Terms of Reference**

The HR Committee is a sub-committee of Cheddleton Parish Council.

### **Membership**

The committee shall consist of maximum 5 members of Cheddleton Parish Council, as agreed and minuted in a Cheddleton Parish Council meeting. The Clerk need not attend meetings if the committee designates a specific member as minute-taker but should be kept informed.

### **Appointment of sub-committee**

Cheddleton Parish Council shall at their annual meeting in May determine the members of the committee.

### **Casual Vacancies**

Cheddleton Parish Council from among their members shall fill casual vacancies occurring in membership of the committee.

### **Frequency of Meetings**

The committee shall meet as often as required, meeting frequency to be decided by request of full Council, the Clerk, or the committee. A quorum at each meeting shall be 3 members.

### **Record of Meetings**

The committee shall ensure that an agreed written record of each of their meetings is forwarded to the next full Council meeting.

### **Attendance**

It is expected that all members of the committee attend all meetings.

### **Functions of the Committee**

- To decide upon the arrangements for the appointment and appraisal of staff, including reviewing and updating contracts.
- To review and update where necessary the contract of employment and job description for any staff role, prior to any new appointment, and at least one every five years even if there is no new appointment required.
- To discuss and agree the process for any new appointment, including job description, shortlisting criteria, and interview dates. Normally all correspondence with candidates and referees should be by the Clerk, but in the Clerk's absence this should be by a member of the committee who has been appointed to that role by full Council.
- To recommend to full Council, after interview and consideration, suitable candidates for appointment. Decision on appointment is made by full Council.

- To conduct annual staff appraisals by maximum of two members of the HR committee (those who have received appraisal training from SLCC), and report to the next full meeting if there are any issues, or that there are not. With the completed appraisal remaining confidential between the appraisers and the appraisee put placed on the employees HR file.
- To consider remuneration levels for staff, including any changes to pay grades, according to an employee's contract or if required. To make recommendations to full Council for approval where there are financial implications. Note – any nationally agreed annual increase as announced by SLCC/NALC will be automatically awarded to staff.
- To deal with any matters that are raised under Cheddleton Parish Council's own specific policies and any applicable national legislation such as grievance, health, and safety as it applies to staff, any Code of Conduct matters that apply to staff, any staffing disputes, or other staffing related issues.