



Parish Council

Terms of Resources - Human Resources Working Group

Membership

The Human Resources Working Group shall consist of the following:

At least three members of the Council (elected at the Annual Meeting and revised subsequently if necessary)

The Chairman of the Council (ex officio).

A quorum will consist of three members of the Council.

Aims & Objectives

To develop strategy and policy in all matters relating to Human Resources

To provide effective and professional staff management of all matters related to the employees of the Council.

Documentation

Although an agenda or minutes are not published, they will be created and minutes approved by the Human Resources Working Group.

All resolutions and recommendations to Full Council shall be recorded in the minutes of those meetings.

Accountability

The Human Resources Working Group does not have any decision-making powers and will be required to make recommendations to Full Council. The Human Resources Working Group will present its proposal as appropriate. If a Councillor seeks further information, they can apply to the Human Resources Working Group. Only appropriate documents will be shared before Full Council meetings. No personal information will be included in these documents.

Scope

All matters relating to

- The appointment, contract and job description of the council employees.

- Performance review and evaluation of the role of the council employees. To meet as necessary to prepare and carry out the agreed appraisal process (March to April) with a briefer appraisal target-monitoring process in September/October.
- Recommendations to the full Council regarding the salary of the council employees. Apart from annual cost-of-living adjustments a change in salary will usually only result from an independent evaluation of the role and needs of the council.
- The handling of any disciplinary or grievance issues, should they arise
- To meet at least annually, time to be agreed, to review the role of the council employees and remunerations package to establish budgetary implications for recommendation to Full Council and the Finance Committee.
- Overtime – 2 Human Resources Working Group Parish Councillors to respond for approval.
- Expenses approved by the Chair of Parish Council.
- Arrangement for recording annual leave approvals. - 2 Human Resources Working Group Parish Councillors to approve and record in order to ensure propriety and accountability.
- Create and hold a Human Resources folder to be stored on a hard drive and backed up on a second hard drive.
- Most of these activities will involve the discussion of sensitive information and it is unlikely that meetings of the Human Resources Working Group will be held in public. Any recommendations will be reported to the Council at its next full meeting.
- These meetings will be held face to face.

Separately wellbeing meetings to be offered to council employees. For an informal catch up with any two members of the Human Resources Working Group on an ad hoc basis. These can be held face to face or via Zoom/Teams. The date of this informal meeting will be noted on the council employee's appraisal, but no details noted. Zoom/Teams meetings will not be recorded. They will be held in a quiet, secure closed place used by attendees only. The purpose is to support council employees and provide extra help if required.

Points of Contact for council employees

Line Manager (Chair of NPC) covers managerial support and from the Vice Chair if needed in Chair's absence. This includes absences for sickness or any urgent personal matters.

Human Resources Working Group covers appraisal and grievance/discipline. Also offering wellbeing meetings when required – with 2 Human Resources Working Group members.

Review

The Human Resources Working Group's Terms of Reference are to be reviewed annually at the Annual Council meeting and Standing Orders updated incorporating any amendments.

Approved: 30 September 2025 Full Council