

## **PLASTERDOWN GROUPED PARISH COUNCIL**

### **HR COMMITTEE TERMS OF REFERENCE**

In line with item 13 of the Terms of Reference of this committee, it was unanimously agreed that a sub-committee be created to manage, supervise, and appraise the Clerk, administer leave requests, and record and monitor absences from work. This sub-committee may draft and approve appropriate administrative employment documentation and handle payment processes. It may also handle grievance or disciplinary matters.

#### **Purpose of HR Committee**

The committee is appointed to make decisions about all staffing matters, subject to budget and expenditure limits decided by the Council.

#### **Terms of Reference**

1. To establish and keep under review the staffing structure in consultation with the Council.
2. To draft, implement, review, monitor and revise policies for staff.
3. To establish and review salary pay scales for staff and be responsible for their administration and review
4. To oversee the recruitment and appointment of staff.
5. To arrange execution of new employment contracts and changes to contracts.
6. To establish and review performance management (including annual appraisals) and training programmes for staff.
7. To oversee any process leading to dismissal of staff (including redundancy).
8. To keep under review staff working conditions, and health and safety matters.
9. To monitor and address regular or sustained staff absence.
10. To make recommendations on staffing related expenditure to the Council
11. To consider any appeal against a decision in respect of pay.
12. To consider a grievance or disciplinary matter (and any appeal) and to appoint a sub-committee and/or advisor as appropriate in accordance with the Council's disciplinary and grievance policies.
13. To appoint a sub-committee to manage, supervise and appraise the Clerk, administer leave requests, record and monitor absences from work.