Mary Tavy Parish Council

Terms of Reference for the HR Committee

a) General

i. Membership of the HR committee and its quorum (no less than three) will be determined by full council during the Annual Meeting of the Council held in May. The first business conducted at the first meeting of the committee shall be the election of the chairman of the committee.

ii. The committee will be mindful:

1. of the legal framework for, and good practice in, employment matters

2. of the confidential nature of employer-employee matters and that many of the items for consideration will require that the public and press be excluded by resolution of the committee

It is permissible to conduct a HR committee meeting in the absence of the public and press if all items on the agenda are of a confidential nature. However, in this circumstance, the HR committee should still publish an agenda on the parish council's noticeboard and website three clear days before the meeting. Councillors who are not members of the HR committee may attend the meeting and participate in discussion but only committee members have voting rights. At the meeting, it will be necessary for a committee member to move a motion to exclude the public from the meeting for some or all of the items of business on the agenda and supply a reason for this. A resolution must be passed, even if no members of the public are in attendance, as evidence for the subsequent minutes that the majority of the councillors present and eligible to vote at the committee meeting agreed that a certain matter(s) should be considered without the public present due to the confidential nature of the business to be transacted.

3. of the nationally negotiated model contract, benchmarking and terms and conditions for the employment of the Clerk to the Council

4. of relevant council protocols and policies, particularly the council's grievance and disciplinary procedures.

b) Matters for delegation to the HR committee

The HR committee may, without deference to full council:

1) make the following decision, as and when required, that involves an ongoing financial commitment:

the starting Salary Scale Point (SCP) for a newly employed clerk within the National Joint Council (NJC) for Local Government Services LC2 SCP 18-23 (below substantive) range only

2) be responsible for staff recruitment including the advertising of a vacancy, interview of potential candidates and selection of the successful candidate

3) confirm individual contracts of employment and all terms and conditions

4) make arrangements for an annual appraisal of the clerk's performance by this committee and take necessary actions thereon

5) to decide upon annual salary awards for the clerk to recommend to full council

6) review the council's grievance and disciplinary procedures, anti-bullying and harassment policy and training and development policy

7) appoint a member of the committee to seek advice for the committee in the event of a dispute between the council and the clerk

8) as and when required under the council's disciplinary and grievance procedures, appoint a sub-committee of three councillors, whose members will be members of the HR committee, and appoint a chairman of the sub-committee from one of its members

9) as and when required under the council's disciplinary and grievance procedures, appoint an appeal panel of three councillors, whose members need not be members of the HR committee, and appoint a chairman of the appeal panel from one of its members who will initiate an appeal panel meeting

The members of the appeal panel must not have been previously involved in the grievance or disciplinary matter; therefore, any councillors may be appointed as appeal panel members as it may be the case that there are insufficient councillors on the HR committee who have not been previously involved in the grievance or disciplinary matter.

10) Consider recommendations from the appeal panel and take necessary actions thereon.

c) Matters for recommendation to full council

The HR committee will make recommendations only to full council regarding:

1) all decisions which involve expenditure (e.g., newspaper advertising of a vacancy for a clerk, etc)

2) all other decisions (not listed in section b) that involve an ongoing financial commitment (e.g., an increase in paid hours for the clerk, annual salary increments for the clerk, provision of an external PAYE accountant, etc)

3) decisions related to budget allocation (e.g., for staffing and office/stationery requirements).

These Terms of Reference for the HR Committee were last approved by the full council on 14th July 2026.

Next review due: July 2027