

SILEBY PARISH COUNCIL

HUMAN RESOURCES COMMITTEE - TERMS OF REFERENCE

The purpose of the HR Committee is to oversee the organisation, employment, management and terms and conditions of employment of the Council and to make appropriate recommendations to the Council for ratification.

Membership

The Committee shall comprise five councillors, to include the Chairman and Deputy Chair. The Committee quorum is three members and the Committee shall meet as required.

Confidentiality

The meetings of this Committee will be confidential and not open to the public and all members must preserve confidentiality of all individual staffing matters pertaining to the business of the Committee.

Functions

The Committee will be responsible, in conjunction with other professional advisers, for the following: -

1. The HR Committee where necessary will make recommendations and seek approval from full Council, otherwise decisions will be made by the Committee to preserve confidentiality
2. HR strategy
3. Development and review of HR policies and procedures
4. Staffing levels and structure
5. Salary reviews
6. To oversee the recruitment and appointment of staff
7. To arrange execution of new employment contracts and changes to contracts
8. To keep under review staff working conditions, and health and safety matters
9. To monitor and address regular or sustained staff absences
10. To respond to any staff grievance in accordance with the Council's Grievance Procedure
11. To oversee any process leading to dismissal of staff (including redundancy)