



Treverbyn Parish Council

Human Resources Committee - Terms of Reference

Membership

- The Staffing Committee shall comprise **seven** councilors, appointed annually by the Full Council at its Annual Meeting.
- The quorum for meetings shall be three members.

Legal basis: Local Government Act 1972, s.101 (delegation of functions to committees)

Chairing

- The Committee shall elect a Chair and Vice-Chair at its first meeting following the Annual
- Meeting of the Council.

Meetings

- The Committee shall meet at least four times a year, and additionally as required.
- Meetings will be conducted in accordance with the Council's Standing Orders and held in closed session when dealing with confidential staffing matters.
- Public and press shall be excluded under the Public Bodies (Admission to Meetings) Act 1960 s.1(2) when discussing employment matters.

Purpose and Remit

The Staffing Committee has delegated authority to undertake the following:

a) General Staffing Oversight

- To act as the employer on behalf of the council for all staff.
- To ensure compliance with employment legislation including:
 - Employment Rights Act 1996
 - Equality Act 2010
 - Health and Safety at Work Act 1974
 - General Data Protection Regulation (UK GDPR) and Data Protection Act 2018

b) Recruitment and Appointment

- To oversee recruitment and selection of all employees, including the Clerk and Responsible Financial Officer (RFO).
- To establish shortlisting and interview panels.
- Appointments can be approved by the Human Resources Committee

c) Appraisals and Performance Management

- To carry out annual appraisal of the Clerk and RFO using agreed procedures.
- To receive and review appraisals of other staff undertaken by the Clerk.
- To manage performance in accordance with the Council's policies.

d) Grievance and Disciplinary

- To deal with all formal grievance and disciplinary matters in accordance with:
 - The Council's adopted grievance and disciplinary procedures (based on ACAS Code of Practice on Disciplinary and Grievance Procedures)
 - Natural justice and due process principles
- To appoint an Appeals Panel (comprising members not on this Committee) where required.

e) Pay, Conditions, and Contracts

- To review and make recommendations on staff salaries, terms and conditions, and amendments to contracts, having regard to:
- National Joint Council (NJC) for Local Government Services – Green Book
- NALC/SLCC model contracts
- To ensure lawful implementation of the National Minimum Wage Act 1998, Working Time Regulations 1998, and other relevant pay legislation.

f) Training and Development

- To identify and support training needs for all staff and councillors relating to HR and employment.
- To ensure staff development is appropriately funded and recorded.

g) Policy and Compliance

- To recommend new or revised HR-related policies (e.g., equality, safeguarding, health and safety) to full Council for adoption.
- To monitor the Council's compliance with employment law and good practice.

Delegated Authority

- The Committee has delegated authority to manage the employment relationship with all council employees, including performance management, day-to-day discipline, and routine contractual decisions.
- Changes to staffing structure, creation or deletion of posts, and expenditure outside budget require full Council approval.

Reporting and Confidentiality

- The Committee shall report to the full Council on all decisions and recommendations, observing necessary confidentiality under the Data Protection Act 2018 and UK GDPR.
- Any reports involving personal data shall be anonymised as appropriate.

Review

These Terms of Reference shall be reviewed annually by the full Council, typically at the Annual Meeting or earlier if significant legislation or staffing changes occur.

Adopted: 29th July 2025

To be reviewed: July 2026