**Human Resources Committee Terms of Reference**

1. **MEMBERSHIP:** 
   1. Membership will be 4 councillors, three Councillors are required for the Committee to be quorate.
   2. Membership of the Committee will be decided at the Annual Parish Meeting or at a Council meeting and endure for the Council Year unless amended by council.
   3. The Committee may appoint its own chair.
2. **MEETINGS:** 
   1. The Committee will normally meet twice a year, and as & when necessary normally in the Barley Room at Sproughton Tithe Barn
   2. Meetings may be in private rather than in public due to the confidential nature of business.
3. **CONFIDENTIALITY:** 
   1. As per Standing Orders in particular Section 19(a) and section 11.
4. **DELEGATED POWERS:** 
   1. The Committee will have delegated powers, to act on behalf of the Council, to deal with all personnel, employment, and recruitment issues. Issues with legal & financial impacts should be referred to the full council for approval of recommendations.
5. **POWERS AND RESPONSIBILITIES:** 
   1. To review annually (Mar) the Clerk’s salary level, contract of employment, job description & conditions of service and make recommendations to the Council
   2. To advise and make recommendations to the Council about the pension provision of the Clerk
   3. To review and monitor the performance of the Parish Clerk during and at the conclusion of any probationary period and to report any recommendations back to the Council.
   4. To review annually (Mar) and appraise the performance of the Clerk and to report to the Council when completed
   5. To ensure that an effective system of performance management is maintained for the Clerk
   6. To ensure the Council complies with all legislative requirements relating to the employment of staff.
   7. To respond to any staff disciplinary matter in accordance with the Council’s Disciplinary Procedure and report to the Council on the outcome
   8. To respond to any staff grievance in accordance with the Council’s Grievance Procedure and to report to the Council on the outcome
   9. To periodically review all employment policies and procedures, including the Grievance and Disciplinary Procedures, and the Equality Statement, Fairness and Dignity at Work Policy.
   10. To oversee the appointment and recruitment process of Council employees.
   11. To ensure employees are appointed in accordance with the Council’s Recruitment Procedure, Equal Opportunities Statement and Guidelines on Employment Practice.
   12. To recommend the appointment or termination of contract for the Clerk.
   13. To review health and safety at work for all employees
6. **SPROUGHTON PARISH COUNCIL STANDING ORDERS:**

The Sproughton Parish Council Standing Orders are the written rules of the Parish Council and apply in every respect that they relate to this committee. Where there is any conflict between these terms of reference and the Standing Orders the Standing Orders shall apply

1. **SPROUGHTON PARISH COUNCIL FINANCIAL REGULATIONS**:

The Sproughton Parish Council Financial Regulations are the written financial rules of the Parish Council and apply in every respect that they relate to this committee. Where there is any conflict between these terms of reference and the Financial Regulations the Financial Regulations shall apply.