

## Terms of Reference

# HR Committee

- 3 Parish Councillors to be members of this Committee.
- This Committee is appointed to make decisions on all staffing matters subject to budget and expenditure limits decided by Awsworth Parish Council.
- To establish and keep under review the staffing structure in consultation with the Parish Council.
- To draft, implement, review, monitor and revise policies for staff.
- To establish and review staff salary pay scales for all categories of staff and be responsible for their administration and review.
- To oversee the recruitment and appointment of staff.
- To arrange execution of new employment contracts and changes to contracts.
- To review and revise employment contracts in consultation with staff and in compliance with legislation and, as appropriate, to recommend any changes to the Parish Council.
- To keep under review the Clerks Job Description and ensure it reflects the requirement of the role.
- To establish and review performance management, including annual appraisals and staff training programmes.
- To agree and monitor achievement against annual objectives.
- To keep under review staff working conditions and Health and Safety matters.
- To monitor and address regular or sustained staff absence.
- To make recommendations on staffing related expenditure to Awsworth Parish Council.
- To consider any appeal against a decision in respect of pay.

- To oversee any process leading to dismissal of staff, including redundancy.
- The Committee is authorised to establish sub-committees and working groups as and when necessary to assist in its work.
- To be quorate the Committee requires all 3 members to be present.