

Hampstead Norreys Parish Council

HR Committee Terms of Reference

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Delegated Powers

Members will be advised by the Parish Clerk whether or not a particular item under discussion is within the Committee (or Sub-Committee's) delegated powers. The minutes will then record the decision as "RESOLVED". If it is not, then the minutes will show the decision as "RECOMMENDED" and will then be brought to the Council's particular attention by the Chair of the Committee at the next meeting of the Council when seeking approval and adoption of the Committee's minutes.

In any case where a Committee (or Sub) Chair and Deputy Chair are either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A power delegated does not always have to be exercised.

Public and Press

Under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) "that as publicity would be prejudicial to the public interest by reason of the {Special} {Confidential} nature of the business about to be transacted at Agenda Item... Namely... (state nature of business e.g. 'Discuss Clerk's Contract'), it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw."

Exclusion of the public and press must be minuted but it does not have to be on the Agenda. The exclusion of public and press should be used prudently and the Council must be clear on the reasons for doing so. The press and public can be excluded for the following reasons:

1. To discuss terms of service, or to discuss the conduct and dismissal of a member of staff
2. Terms and proposals and counter proposals in negotiating contracts
3. Preparation in legal proceedings
4. The early stages of a dispute
5. The early stages of agreeing tender/quotation details
6. The approval of tender/quotation details
7. To discuss a matter

Terms of Reference

1. Membership of the committee shall comprise three members. Members shall be elected to the committee at the Annual Meeting of the Parish Council each May.
2. Three Members shall constitute a quorum.

3. A substitute member of the committee will be elected at the Annual Meeting of the Parish Council each May and will be called upon if any of the members of the Personnel Committee are unable to attend the scheduled meeting.
4. The committee should meet at least once per year. A meeting should be held in October/November at which the Chair and Deputy Chair of the Committee shall be elected, and annual appraisals, salaries and working-from-home allowances should be reviewed to assist with the budget-setting process.
5. To deal with all matters relating to the establishment, recruitment and appointment and terms and conditions of employment for all staff, save as provided within the Powers of the Full Council.
6. To review and set any salaries and working-from-home allowances each year.
7. To establish a programme of training for Councillors and employees such as will encourage professional advancement and effective decision-making throughout the Council's activities and to ensure so far as possible adequate financial provision to secure these objectives.
8. To establish and regularly review personnel policies and procedures.
9. To undertake the performance management of the Proper Officer including annual appraisal and to overview the appraisals of any other employees.
10. To determine and monitor appointment procedures.
11. To convene an Appeals Committee if and when required for dispute resolution.
12. To authorise the attendance of members or officers at conferences or courses including the incurring of necessary expenditure.
13. To approve the payment of relocation expenses in relation to the appointment of staff as may be deemed necessary.
14. To ensure that all Members of the Personnel Committee are aware of and understand their responsibilities in staffing matters.

Delegation of Power

1. To the Committee:
 - a) Items included in paragraphs 5, 6, 7, 8, 9 and 10 above.
 - b) To annually review staffing levels and make recommendations to the Parish Council.
 - c) To receive annual reports on staff appraisals in October of each year.
 - d) To review and agree a matrix system showing which Members of the Parish Council would be able to sit on staffing appeal panels should the need arise.
2. To the Chair and Deputy Chair –
 - a) Matters of an urgent nature requiring settlement before the next meeting of the Committee may be dealt with by the Chair and the Deputy Chair of the Committee in conjunction with the Clerk and at their discretion but must be submitted for approval or otherwise to the next meeting of that Committee.

- b) All Members are free to attend Personnel Committee meetings with the proviso that the Chair and Deputy Chair have the power to revoke this in relation to confidential items under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) if any item to be discussed is personal to a member of staff.
3. To the Parish Clerk
- a) To authorise the attendance of members or officers at conferences or courses including the incurring of necessary expenditure not exceeding £150 in any instance.
 - b) To ensure that all staff undertake an effective induction programme.