

Employment, Finance and Strategy Group – HR Sub-group

Terms of Reference

1. PURPOSE

The purpose of the HR Sub- Group is to deal with employment and human resource related matters and report to EF&S Group. The EFS Group will then report onto Council.

2. REVIEW POINT

These Terms of Reference may be reviewed at any time, but at least annually, by the Council to ensure they remain appropriate for the requirements of the Parish Council.

3. SCOPE OF ACTIVITIES

- (a) To review the pay and conditions of employment for all employees and to update these as necessary to comply with the law and with good practice.
- (b) To recommend the staffing levels necessary to effectively discharge the work required by the Council and to review workloads periodically. Where necessary, oversee the recruitment and selection process. As per Parish Council policy for interviewing.
- (c) To review and monitor the health and safety of employees by providing working spaces, tools and equipment and ensure training is facilitated to safeguard their health and safety at work. Undertake an Parish Council Office and Caretakers Annual Risk assessment.
- (d) To undertake reviews of working practices and procedures of the Council employees as required and at least annually.
- (e) To undertake regular employee appraisals of employed staff and performance review of self-employed staff.
- (f) To undertake reviews of risk assessments for all employees and volunteers, as necessary, at least annually.
- (g) To negotiate employment contracts with employees, via an appropriate organisation e.g. NALC / KALC, review and formulate job descriptions to reflect the Council's requirements and situations.
- (h) To formulate all HR policies and procedures relating to employees to reflect the Council's requirements.
- (i) To take up any additional tasks assigned to it by the E,F&S Group as appropriate.
- (j) Appraisals: membership of the HR Sub-Group for appraisals should not be more than 2 Councillors plus the Parish Clerk. The appraisees have the right of 1 veto.

Staplehurst Parish Council

- (k) Disciplinary / Grievances should be considered by at least 3 Councillors of the HR Sub-Group.

4. MEMBERSHIP

- (a) The HR Sub-Group will consist of Parish Councillors from the EFS Group and the membership of the HR Sub-Group may be reviewed at any time.
- (b) The HR Sub-Group shall consist of 3 or 5 Councillors.
- (c) The HR Sub-Group will select the Chairman at their first meeting
- (d) Members of the HR Sub-Group acting, claiming to act or giving the impression of acting as a representative of the Council, must adhere to the Council's policies and procedures, including the Council's Code of Conduct.

5. REPORTING

The HR Sub-Group will report to the EFS group on a regular basis, by providing notes of their meetings and where appropriate, the HR Sub-Group will provide reports, stating their recommendations and rationale, including sufficient detail to enable the EFS Group to make an informed recommendation to Council.

6. PROGRAMME OF WORKS

The HR Sub-Group is established as a sub group of the EF&S Group in accordance with Standing Order 4. It may therefore inform, advise and make recommendations to the EF&S Group based on rights and the law regarding HR, Disciplinary and Grievance matters but it has no power of commitment

These Terms of Reference supersedes all previous agreed Terms of Reference and was adopted by Staplehurst Parish Council on

Date27th January 2025.....Minutes...2319/6.2.....