

TERMS of REFERENCE: HR PANEL

PURPOSE: To set out the responsibilities, restrictions and limitations of operation of the Melbourn Parish Council Human Resources Panel

SCOPE: This document covers all those activities related to the administration, employment and good management of staff employed by Melbourn Parish Council. **(These rules are supplemental to, and do not in any way override, the Parish Council's Standing Orders &/or financial regulations. Recommendations from HR Panel will be discussed and approved by full council prior to implementation).**

1. Membership and Chairing

The HR Panel will consist of a maximum of five Councillors and will need three in attendance in order to be deemed quorate.

Membership of the committee will be as decided at the Annual Parish Council meeting each year. The HR Panel will elect a Chair and Vice Chair from among the members of the Panel. In the absence of the Chair or Vice Chair at a meeting the panel will elect any member to act as Chair for that meeting.

The HR Panel may invite non-members to attend meetings.

2. Terms of reference

- 2.1 To monitor and implement the Parish Council's Employment Policy, including criteria relating to the use of discretionary elements such as pay rates.
- 2.2 To make recommendations on matters affecting terms and conditions of employment, health, safety, accessibility and well-being, employee performance and redundancy.
- 2.3 To monitor and implement agreed progression steps through the Salary Scales Policy.
- 2.4 To act as a reference point for staff in cases of sickness, hardship and/or requests for special leave
- 2.5 To act as the primary reference point for Grievance and Disciplinary procedures, and provide recommendations on these to Full Council.
- 2.6 To provide advice and support to the council in applying policies on Harassment and Bullying and Equality and Diversity issues.

- 2.7 To review staffing in terms of structure and fitness for purpose, at least annually, making recommendations for any changes to Full Council
- 2.8 To co-ordinate staff recruitment and interviewing in conjunction with council staff and other councillors as required
- 2.9 To create and update job descriptions, contracts of employment, staff handbooks and any other critical staff-related documentation as required.
- 2.10 To provide a formal line management function to the Clerk and Responsible Financial Officer.
- 2.11 To identify, implement and maintain an employee-training programme that covers, Induction, Employment Policies, Health, Safety, Accessibility & Well-being and skills-related training.
- 2.12 To agree and carry out Appraisals of the Clerk & Responsible Financial Officer.
- 2.13 To support the Clerk in their role as a line manager in setting performance indicators and agreeing objectives for staff reporting directly to them.
- 2.14 To ensure that all employee personnel records and related correspondence are kept securely in accordance with the requirements of the Data Protection Act 1998.
- 2.15 To liaise with CAPALC and NALC as required on Human resources issues

Document Approval:



(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: 28 March 2022

Review Policy: Annual