

# TOVIL PARISH COUNCIL

## 39. TERMS OF REFERENCE HUMAN RESOURCES COMMITTEE

REVIEWED: 9.5.2022

MINUTE REF: 22/22



The Human Resources Committee of Tovil Parish Council consists of the Chairman, Vice Chairman and one other Cllr; there are also two substitute members should a member have to send their apologies allowing the meeting to go ahead. The members and substitute members are decided at the Annual Meeting of the Parish Council.

1. To recruit, retain and develop staff to undertake the work of the Council.
2. To review pay and conditions of employment of the staff and to update these as necessary to comply with the law and with good practice.
3. To determine the staffing levels necessary to efficiently discharge the work required by the Council and to review the workloads periodically.
4. To ensure the health and safety of staff employed by providing appropriate working spaces, tools and equipment and to train staff as necessary to safeguard their health and safety at work.
5. To undertake reviews of working practices and procedures of the Council as a whole when so requested and to make recommendations to Full Council.
6. To undertake regular staff appraisals of both employed and self-employed staff.
7. To take up any additional tasks assigned to it by the Full Council.
8. To ensure the disciplinary procedure/policy and grievance procedure/policy remains up to date.
9. In the event of a disciplinary or grievance matter being raised by an employee, to appoint a Councillor/Councillors or the Clerk to investigate or resolve.
10. To review Financial Regulations and Financial Risk Assessment which are relevant to HR matters to ensure they are up to date.
11. Review HR Policies periodically.

CHAIRMAN.....

DATE.....