

# Normandy Parish Council

Serving Our Community through working in Partnership

## HUMAN RESOURCES COMMITTEE

### Terms of reference

#### Purpose of committee

Overall responsibility for all matters relating to employees, including but not limited to, recruitment, remuneration, training and development, grievance and disciplinary matters.

#### Terms of reference

- (a) To agree the council's staffing structure and regularly review the structure to ensure it meets the needs of the Council.
- (b) To review and agree the contract of employment and job description of the Parish Clerk. To oversee the contracts of employment and job descriptions of other employees under the direct line management of the Parish Clerk.
- (c) To review employee salaries and terms and conditions in line with the National Joint Council for Local Government Services (NJC) recommendations.
- (d) To oversee the recruitment of the Parish Clerk, making a recommendation for appointment to the Council. To approve the appointment of other employees in consultation with the Parish Clerk.
- (e) To review and update the Employee Handbook and associated policies, in line with legislative changes.
- (f) To form panels for grievance and/or disciplinary hearings as required and arrange for suitable appeal panels if required.

#### Delegated authority

- (a) To act on behalf of the council in all matters contained within the agreed terms of reference.
- (b) To authorise expenditure within the agreed budget assigned to the committee.
- (c) To appoint sub-committees and/or working groups for specific purposes as required and determine their terms of reference.

#### Quorum

The quorum of the committee for any meeting shall be three councillors.

*Terms of reference adopted by council 11 January 2024*