TERMS OF REFERENCE FOR THE HR COMMITTEE APPOINTED BY BILLINGBOROUGH PARISH COUNCIL

MEMBERSHIP - The committee will consist of 3 Members of Full Council who have been elected by Full Council. A quorum will be 3 members and no meetings can go ahead unless the committee is quorate.

The Chairman of the Full Council is not permitted to be a Member of this Committee, but must be available to be on any Appeals Panel.

The Committee Members will be elected annually and its Chairman appointed at the same time, the Members of the Committee, should change annually by at least one Member. All Councillors elected on to this committee should have either already attended appraisal training, or attend as soon as practically possible once elected.

MEETINGS - The Committee will meet as required, but will be convened as per Standing Orders, by advertising an Agenda and minutes.

Minutes must be reported to and noted by the Full Council at its next meeting after a meeting of the HR committee has taken place.

POWERS AND RESPONSIBILITIES

1. To oversee the recruitment and appointment process of the Clerk/RFO, and any other contractors deemed appropriate by Full Council.

2. To recommend the appointment of the Clerk/RFO, or the termination of the contract of the Clerk/RFO, to Full Council.

3. To annually review and appraise the Clerk/RFO's performance and to report to Full Council once completed

4. To annually review the Clerk's/RFO's salary, in line with the NJC pay rates, contract of employment, job description and make recommendations to Full Council.

5. To advise and make recommendations to the Council about the provision of a pension for the Clerk/RFO.

6. To ensure that the Council complies with all legislative requirements relating to the employment of staff.

7. To respond to any staff disciplinary matters in accordance with the Council's Disciplinary Procedure and report to Full Council.

8. To respond to any staff grievances in accordance with the Council's Grievance Procedure and report to Full Council.