



Terms of Reference for the HR Committee

1. MEMBERS

Four Parish Councillors appointed at the Annual Council Meeting following an election to include the Chairperson (Chair).

2. QUORUM

The quorum of the Committee shall be three Members.

3. VOTING

Only the above may vote and participate at a meeting. In the case of an equal vote, the Chair shall have a second or casting vote.

4. INTERESTS

If a Member has a personal interest, as defined by the Code of Conduct (KPC-POL-02) adopted by the Parish Council, then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

If a Member, who has declared an interest, then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

5. MINUTES

All Minutes shall be open for inspection by any Member of the Parish Council, if appropriate.

6. ADMISSION OF THE PUBLIC AND PRESS

To consider in accordance with Section 100A(4) of the local government act 1972, whether it is in the public interest that the public and press be excluded from the meeting for the following items of business, on the grounds that they involve the likely disclosure of exempt information as defined by Schedule 12A to the Act.

7. RESPONSIBILITIES

The Committee is responsible for the employment and welfare of the Clerk.

8. **PROCEDURES**

At the first meeting following the Annual Council Meeting, the Committee shall, before proceeding to any other business, elect a Chair and Vice Chair who shall hold office for the full term of council. Meetings will be held on a minimum of a quarterly basis.

9. **MEETING DURATION**

The HR Committee meeting shall be for a maximum of 2 hours, with any unfinished business being taken at the beginning of the next meeting. In exceptional circumstances the meeting may be extended with a vote taken by the Members.

10. **SPECIFIC DELEGATED POWERS:**

To agree and review annually contracts of employment, job descriptions, person specifications for staff and to review the Clerk/RFO performance to make recommendations to Council.

To review staff salaries and terms of conditions and make recommendations to Council.

To appoint, from its membership, a Recruitment Panel when necessary and recommend appointments to Council. Recruitment panels will normally include at least three members.

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

11. **REVIEWS**

This policy will be reviewed annually and amended prior to being adopted at the Annual Council Meeting.

Adopted at the Parish Council Meeting on 25th September 2023 (Minute 207)

12. **REVISION CONTROL**

Revision	Details of Change
Sept 23	New
Mar 25	Policy updated to new template, minor grammatical changes.