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chipperfield parish council

HUMAN RESOURCE WORKING GROUP TERMS OF REFERENCE

1. Authority

- 1.1. The Human Resource Group is constituted as a Working Group to support Chipperfield Parish Council (CPC). Its terms of reference are set out as below, as approved by the full Council, subject to amendment at future Council meetings. Its authority is limited to decisions made by the full Council.
- 1.2. The Group is authorised by the full Council to request the attendance of individuals from within the Council, employees or councillors, if it considers this necessary to discharge its duties.

2. Overall Purpose/Function

- 2.1. The purpose of the Group is to support the CPC with employment policies and processes, and wider policies the Council is required to adopt and regularly review. The Group will also support the Council when councillor vacancies arise, and in managing any issues with the conduct of employees and councillors.
- 2.2. The Group will make recommendations to the CPC for consideration in these areas and will act on the Council's behalf when authorised through resolutions agreed at Council meetings.

3. Duties & Responsibilities

- 3.2. Reviewing and preparing revisions of all CPC Policies and Procedures for presentation and adoption by resolution of the Full Council. This will include employment related policies and undertaking risk assessments.
- 3.3. Undertaking the recruitment of staff as decided by Full Council, including drafting contract terms and conditions.

- 3.4. Reviewing staff performance in accordance with the Council's Standing Orders, including annual appraisals, drafting objectives, and following the Council's policy for any performance issues.
- 3.5. Recommending to the Council for resolution the rates of pay and hours of staff before budget preparation prior to the start of each financial year, and any in-year changes required
- 3.6. Recommending training of staff and councillors and advising the full Council of likely training costs as appropriate for resolution.
- 3.7. Working with the Parish Clerk to managing the process of replacing councillors when vacancies arise.
- 3.8. Following the complaints policy should any issues be raised about the performance or activities of Council employees or councillors, making recommendations to the Council as appropriate.
- 3.9. Undertaking any other related activities on behalf of and the direction of the Parish Council.

4. Membership/Attendance/Quorum

- 4.1. The quorum shall be two councillors (including the Vice Chair of the Council) and the parish clerk. The Chair of the Group will not be the Chair of the Council. In the event of a personnel appeal, the Chair of Council shall be the initial contact.

5. Frequency and Administration of Meetings

- 5.1. The Group will meet as and when required, or at least twice a year (one of which will be held to inform budget).
- 5.2. The Group will elect its own Chair after the CPC annual meeting, and the clerk will prepare the agenda, circulate the papers, and take action notes of the meetings. Agenda and papers will be circulated to the full council, to enable others to attend if they wish. Notes will be circulated within 48 hours of the meeting for approval by the Group, and then circulated to the full council. Meetings will be minuted and minutes circulated to full council.
- 5.3. The notes of the meeting shall be verbally reported to the next full Council meeting, with the action notes attached to the minutes for a permanent record. Any recommendations for decisions will be presented to the Council in writing in the usual way.