

# Draft document for consideration at Extraordinary Council meeting 26 July 2023

## HR Committee

**Membership:** Cllr Graham Lee, Cllr Norton Mahy, A N Other

**Quorum:** Three

**Meetings:** As required to ensure that Ashwell Parish Council complies with the requirements of employment law and follows best practice in providing good working conditions for staff.

**Terms of Reference:**

The HR Committee will be responsible for the following, and the Terms of Reference should be reviewed annually:

- 1) Recruitment of Parish Clerk/ Responsible Financial Officer and other staff as required.
- 2) Annual staff appraisal and development.
- 3) Review of staff contracts.
- 4) Review of staff and accommodation requirements.
- 5) Management of rights relating to leave, time off and illness.
- 6) To ensure the health and safety of all staff.
- 7) To keep up to date with developments in employment law.
- 8) The HR Committee will serve as the disciplinary or grievance panel as and when required.
- 9) An appeals panel to hear appeals against a decision on a grievance or other employment matter should be constituted by three Councillors who are not members of the HR Committee.

**Formal Written Report to Council:** Annually in September