

Porlock Parish

Clerk to the Council
Mrs. D Taylor-Pitkin
Office Opening Hours:

Monday	CLOSED
Tuesday	9:30 – 14:00
Wednesday	9:30 – 14:00
Thursday	9:30 – 14:00
Friday	CLOSED



Council

Contact Details:
Parish Office
Old School Centre, West End
Porlock, Somerset.
TA24 8QD
Office Tel: 01643 863350
Email: porlockpc@gmail.com
<https://porlockparishcouncil.org>

Terms of Reference

STAFFING & HR COMMITTEE

This copy belongs to

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Adopted on *****

Staffing & Hr Committee Members:

Cllr. Boden (Chair)

Cllr. Ellicott

Cllr. Fraser

Cllr. Ware



1. AIM

- i. To make Recommendations to Full Council of Porlock Parish on all matters relating to staffing and human resources.

2. MEMBERSHIP

- i. Membership shall consist of no more than four Councillors with the Chairman and Vice Chairman serving as ex-officio.
- ii. The Chairman of the Committee shall be one member elected by the membership.

3. RESPONSIBILITIES:

- i. To decide upon the arrangements for the appointment and appraisal of staff, including reviewing and updating contracts.
- ii. To review and update where necessary the contract of employment and job description for any staff role, prior to any new appointment, and at least once every five years even if there is no new appointment required.
- iii. To discuss and agree the process for any new appointment, including job description, shortlisting criteria and interview dates. Normally all correspondence with candidates and referees will be by the Clerk, but in the Clerk's absence this should be by a member of the committee who has been appointed to that role by Full Council.
- iv. To carry out annual staff appraisals, and report findings to the next Full Council meeting.
- v. To consider remuneration levels for staff, including any changes to pay grades, if required. To make recommendations to full Council for approval where there are financial implications.

Note – any nationally agreed annual increase as announced by SLCC/NALC will be automatically awarded to staff.

- iii. To deal with any matters that are raised under Porlock Parish Council's own specific policies and any applicable national legislation such as grievance, health and safety as it applies to staff, any Code of Conduct matters that apply to staff, any staffing disputes, or other staffing related issues.



4. MEETINGS

- i. The Committee shall meet as often as required, meeting frequency to be decided by request of the Full Council, the Clerk or the Committee.
- ii. A quorum at each meeting shall be 3 members in addition to the Chairman of the Parish Council or a non-HR Committee Councillor of their choice.
- iii. Committee members are required to review any and all documentation relating to the Items for consideration prior to attending the meeting.

5. PROCEDURE FOR THE SELECTION & INTERVIEW PROCESS:

- i. The Committee shall nominate an Interview panel, consisting of Members of the Committee and shall include representation from the body to which the appointment is being made. Nominations shall be voted upon and in the absence of a meeting expressly convened for that purpose shall be decided by Doodle Poll.
- ii. In the event of multiple candidates, the Committee shall conduct a selection process based upon the Bright HR Interview Rating Form, attached hereto. This form can be amended by agreement with the Committee. No more than the three most viable candidates will then be interviewed by the Interview panel.
- iii. After interview and due consideration, the Chair of the Committee will then provide the Recommendation of the Committee as to the suitable candidate to the Full Council.
- iv. If deemed necessary, Full Council can invoke the Scheme of Delegation, please see Item 7.

6. DUTIES OF THE PROPER OFFICER / CLERK:

- i. Prepare and produce the supporting documentation for review by the Staffing & HR Committee.
- ii. Ensure concise and accurate Minutes of the meeting are maintained and published for review in a timely manner.



7. SCHEME OF DELEGATION:

When deemed appropriate the Full Council may vote to delegate some or all of the candidate selection, interview and appointment process for new staff to the Staffing and HR Committee.

