

		<b>Policy Name: People, Policy and Practices (MASTER) Terms of Reference</b> <b>Policy Number: BMK-PPP01</b> <b>Version: 1.0</b>		
<b>Owner:</b>		Vicky Mote (Clerk)		
<b>Reviewed by:</b>		HR Working Group		
<b>Responsible Committee:</b>		Full Council		
Version No	Date Adopted / Amended	Date Implemented	Next Review Date	Reason for Change (eg, full rewrite, amendment to reflect new legislation, minor change etc)
1.0	03/02/20 FC19/20-135(3)	04/02/20	May 2020	New

## PURPOSE

This Committee must at all times consider its duty to Best Value, Equal Opportunities (race, religion, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights. In accordance with council policy and operating at all times via the Clerk/RFO, this committee has the responsibility for the overall management of people, policy and practices as set out below.

## ROLE

1. To ensure that all duties of the employer (full council) are in place or put forward to Full Council for approval.
2. To determine and put forward recommendation(s) to Full Council for the staffing levels necessary to efficiently discharge the work required by the council and to review the workloads periodically;
3. To recruit, retain and develop staff to undertake the work of the council;
4. To review the terms and conditions on which employees hold office, and make recommendations to Full Council.
5. To determine and recommend to Full Council, the pay and conditions of employment of the staff and to review and update these as necessary to comply with the law and with good practice;
6. To consider matters relating to employment issues which arise from consultation with the employees, provided no significant policy or resource issues are involved. Any significant changes are to be referred to Full Council.
7. To create an Employee Handbook and review every five years or as the need arises.
8. To submit recommendation(s) to the Full Council by December for any staff expense to be included in the budget for the following year (eg salary increase, training budget etc.).
9. Carry out Job Evaluations for employees every five years, or as and when there is a change to the agreed Job Description.
10. To seek professional advice from the Parish Councils preferred supplier, when necessary.
11. To review the Parish Council risk register relating to people and practices, on a quarterly basis.
12. To ensure that all employee related obligations are met and put forward any significant changes to Full Council.
13. To review and regulate the Parish Council policies in line with review dates or as required.

14. Liaise with Union(s) where required.
15. Review and recommend any change and or update to Local Government Pension scheme.
16. To ensure the Health and Safety of staff employed by providing appropriate working spaces, tools and equipment and to train staff as necessary to safeguard their health & safety at work;
17. Carry out any grievance or disciplinary matter in line with the policy BMK-XX
18. To deal with initial Grievance and Disciplinary Complaints / Procedures in line with policy BMK-PC XX.
19. To undertake reviews of working practices and procedures of the Council as a whole when so requested and to make recommendations to Full Council.

#### **MEMBERSHIP**

Membership of this committee shall consist of at least four members nominated by Full Council, with a Quorum of three (3) and has the Power to decide and act in line with the Terms of Reference. The number of members of this committee is not to exceed two-thirds of the total number of Parish Councilors.

#### **MEETINGS**

Committees follow the same formal protocol as full council meetings and will comply with Standing Orders BMK-PC01.

#### **ACCOUNTABILITY**

The Chair of the committee will provide a report to Full Council each month or as required.

#### **REVIEW**

Annually at the AGM in May.