Scothern Parish Council

HUMAN RESOURCES (HR) GROUP TERMS OF REFERENCE

Purpose of HR Group

The HR Group, consisting of 3 Parish Councillors (no members of public) is appointed by full Council to deal with all employment matters accountable to and reporting back to full Council as required.

Cllr J Johnson, Cllr D Canton & Cllr B Patchett appointed as the HR Group on 14th May 2025

1. To establish and keep under review the employee structure in consultation with the Council.
2. To draft, implement, review, monitor and revise employment related policies.
3. To establish and review salary pay scales for all employees, and to be responsible for their administration and review.
4. To oversee the recruitment and appointment of employees, subject to ratification of appointments by full Council.
5. To arrange for the implementation of new employment contracts, and changes to contracts.
6. To establish and review performance management (including appraisals) and staff training programmes.
7. To keep under review employee working conditions, and health and safety matters.
8. To monitor and address regular or sustained employee absence.
9. To make recommendations on employee related expenditure to full Council.
10. To ensure the Council complies with its legal duties and responsibilities as an employer and recommends policies for adoption by the Council.
11. To obtain legal and HR advice from suitably qualified organisations and persons as the group may deem necessary to fulfil its duties subject to approval by Council.
12. To consider any appeal against a decision in respect of pay.
13. To consider a grievance or disciplinary matter (and any appeals), making arrangements for any necessary Panels for this purpose, ensuring fairness and impartiality.
14. To supervise and performance manage the Clerk's work, to administer leave requests, record and monitor absences, manage approved overtime within agreed financial constraints, and handle grievance and disciplinary matters and pay disputes.

Reviewed & updated: 10th December 2025