

Hope with Aston Parish Council

Human Resources Advisory Committee

Reviewed and Adopted

Date: 9th June 2025

Parish Council Minute: 039/25.1

The purpose of the Human Resources Advisory Committee is to support the Clerk in human resources matters and to make recommendations to full Council on all staffing matters.

The Committee shall consist of at least three councillors.

Meetings will be held as required and the Clerk will be in attendance if appropriate.

At least two clear working days will be given to all members prior to any meeting, and for a meeting to be quorate at least two members should be present.

Members, including the Clerk, may participate in the meeting in person or remotely by phone or video call.

Duties of the Advisory Committee members are:

1. To consider and review employment contracts and make recommendations to the full council for adoption.
2. To manage the recruitment process of all new employees including contracts of employment, job descriptions and person specifications.
3. To review the staff handbook annually and ensure that any updated legislation is incorporated.
4. To manage employee performance and training.
5. To carry out staff appraisals (including probationary and annual appraisals) for employees and report on the outcome of them to the Council.
6. To review annually staff salaries (and where used, pay scales) and terms of conditions and make recommendations as appropriate to Council.
7. To keep under review employee working conditions and staff health & safety matters.
8. To monitor and address regular or sustained employee absence.
9. To consider any appeal against a decision in respect of pay and make recommendations as appropriate to the Council.
10. To consider grievance or disciplinary matters (and any appeals) and make recommendations as appropriate to the Council using the Disciplinary and Grievance Policy as guidance.
11. To oversee any process leading to dismissal of employees including redundancy.
12. To ensure the Council complies with all legislative requirements relating to the employment of staff.

Membership of the Human Resources Advisory Committee may be changed at any Council meeting.

Due to the nature of items to be discussed, non-councillors may not be invited to join the Human Resources Advisory Committee.

As an advisory committee with no authority other than to make recommendations and report back to the full council, it is not necessary to publicise an agenda and minutes or invite members of the public to meetings.