



Bassingbourn-cum-Kneesworth Parish Council

Human Resources

Terms of Reference

Purpose of Human Resources Committee

This committee is appointed, and its role is to promote good and best practice on matters relating to the management and administration of its human resources.

1. **Reports** to Bassingbourn-cum-Kneesworth Parish Council.
2. **Status:** Enduring, subject to annual re-appointment.
3. **Members:** Members appointed annually at the Annual Meeting of the Parish Council. Additional members would be considered outside of the APCM when required. May only include appointed councillors. Membership not to exceed 5 councillors.
4. **Chairman:** The chairman is to be elected annually by the committee at their first meeting.
5. **Quorum:** Three councillors. In the case of member absence, the Clerk can appoint a 'substitute councillor' to take their place to achieve quorum.

Terms of Reference

1. To ensure the council complies with all legislation and best practice relating to its role as an employer.
2. To ensure appropriate employment policies and procedures are in place, which meet both legislative and best practice standards.
3. To arrange for the recruitment of staff and, subject to the approval of the full council, the appointment of staff ensuring that these are undertaken to both legal and best practice standards and in line with the BKPC Recruitment Policy.
4. To arrange the on boarding of newly appointed staff.
5. To ensure that contracts of employment are in place for all staff. For staff who are covered by the agreement, to ensure that the council meets its obligations as outlined in the 'Single Status' Agreement and the National Terms and Conditions for Local Government Services (Green Book) as adopted and amended by NALC, SLCC and this Council.
6. To carry out salary administration and review, subject to the approval of the full Council. For staff covered by the agreement, to ensure staff are paid in accordance with the NJC for Local Government Services (Green Book) as adopted and amended by NALC, SLCC and this Council.
7. To administer pension arrangements where applicable.
8. To decide on training of staff (which may be co-ordinated with the training of councillors).
9. To promote good health, safety and wellbeing policies and practice for staff (which should also apply to council members, contractors, and suppliers).

10. To ensure effective systems, which monitor absence, holidays, sickness, and job performance are in place and reported to the council on a regular basis.
11. In accordance with the requirements of the council's grievance procedure, to deal with grievances by staff.
12. In accordance with the requirements of the council's disciplinary procedure, to deal with the discipline of staff.
13. To oversee the operation of a performance review process for all staff, ensuring all employees job performance is reviewed at least annually. The annual performance management review of the clerk will be completed by the chair of the Parish Council, vice chair and the HR chair. If one of the primary members is not available another member of the HR committee will be drafted onto the panel. Other officers' performance management will be completed by their line manager, in normal circumstances the clerk.
14. Subject to the approval of the full council, to deal with the resignation and termination of staff.
15. Establish and keep under review the staffing structure in consultation with the clerk and where changes are being proposed making recommendation to the full council.
16. To consult employees concerning any proposed changes relating to their employment.
17. To follow up on any employment matters raised in the internal audit.
18. To arrange any other staffing matters that may from time to time be delegated by the full council.

No delegated spend. May appoint sub-committees.

Approved AMPC 12th May 2026.