



Minutes of Cotford St Luke Parish Council HR Committee meeting held on Thursday 24th April 2025, 6.30pm at The Community Centre, Bethell Mead, Cotford St Luke, TA4 1HZ

Present: Cllr Draper-Gammon, Cllr Birch, Cllr McCrea, Cllr Harrison, Cllr Freeman and Helen McGladdery – Clerk and RFO

Meeting starts: 6.30pm

1. To appoint HR committee Members

Cllr Draper-Gammon, Cllr Birch, Cllr McCrea, Cllr Harrison and Cllr Freeman were all appointed as Committee Members

2. To receive apologies for absence

None

3. To agree the terms of reference

Resolved: The amended terms of reference were approved (attached)

Action : To be added to the Website

4. To set up a sub-committee and delegate powers for the management of staff

Resolved: Councillors voted unanimously to set up a sub-committee of the following Members: Cllr Draper-Gammon, Cllr Birch, Cllr McCrea, Cllr Harrison and Cllr Freeman

Meeting closed to the public to discuss Clerks employment

Attachment: HR Committee terms of reference

Terms of Reference for Cotford St Luke Parish Council Human Resources (HR) Committee

Adopted: April 2025 (Review period: annually)

1. Responsibilities

- 1.1. To oversee Clerk recruitment, appointment, management, welfare and service termination.
- 1.2. To recommend to Council Clerk terms and conditions of service and pension provision.
- 1.3. To review the Clerk salary in line with the contract of employment.
- 1.4. To carry out probation, annual and other reviews required to appraise Clerk performance.
- 1.5. To have overview of volunteers.
- 1.6. To manage training of the Clerk, Councillors and Volunteers.
- 1.7. To deal with any matters arising under the Council's Disciplinary or Grievance Procedures.
- 1.8. To ensure the Council complies with all legislative requirements relating to the employment of staff and that HR policies* are kept up to date.
- 1.9. A member shall be the Clerk line-manager, including authorisation of holidays and absence.

2. Membership

- 2.1. Not more than 5 members will be appointed. A quorum shall be 3 members.

- 2.2. Membership shall be for one year (or to the next Annual meeting).
- 2.3. Vacancies will be filled by resolution of the Council.
- 2.4. Members names will be published in the minutes of the meeting at which they are appointed.

3. Delegated powers

- 3.1. The committee may make recommendations to the Council for consideration and approval.
- 3.2. The committee may appoint a sub-committee, working group or advisory group to facilitate their work.
- 3.3. The Chair will be the point of contact for the councillors and members of the public on this topic.
- 3.4. The committee shall manage the payroll provider contract and recruitment channels or agencies.
- 3.5. A named member of the committee shall have log in access to the HMRC portal for periodic monitoring.
- 3.6. The committee shall review these Terms of Reference annually and propose any changes to Council.

4. Meetings

- 4.1. A minimum of one meeting will be held every year to review the Clerk employment contract, job description and HR policies. Otherwise, meetings will be convened as and when necessary.
- 4.2. Meetings will not be open to the public due to the confidential nature of business.
- 4.3. Members of the Council not appointed to this committee may not attend the meetings.
- 4.4. The agenda will be published by the clerk. Minutes will be taken by the Clerk or a committee member as required.

5. Reporting

- 5.1. Minutes shall be accepted as a report to council meetings. A short verbal report may also be given by the Chair. These shall not form the basis of a resolution unless the specific item is on the agenda.
- 5.2. The Chair will supply recommendations for a resolution for an Agenda to the Clerk and will Propose it at that council meeting.
- 5.3. Any reports or papers shall be provided to the Clerk to circulate and file (subject to confidentiality).
- 5.4. Any additional expenditure approved (under 3.6 above) shall be immediately notified to the clerk (who shall obtain quotes if necessary) and reported to the next council meeting.
- 5.5. The Clerk and Chair of the parish council shall be copied into any written responses from the Chair of this committee to members of the public.

6.. Confidentiality and Privacy

- 6.1. The published agenda and minutes shall not contain information that is confidential or personal.
- 6.2. Members must preserve confidentiality of staffing matters, which shall be discussed with (or circulated to) the fewest number of people necessary.
- 6.3. Members consent to a contact telephone number being stored electronically and made available to other members of the committee and the clerk.

7. Limitations

- 7.1. The committee shall abide by the published policies and procedures of the Council.
- 7.2. If there is a difference between these terms of reference and the Standing Orders of the Council, the latter shall take precedence.

***HR Policies are:**

- Grievance Policy
- Disciplinary Policy
- Equality and Diversity Policy