

SOUTHWATER PARISH COUNCIL

HR COMMITTEE REMIT POLICY



Prepared by:
Updated:
Review Date:

The Executive Officer
July 2022
July 2023

HUMAN RESOURCES COMMITTEE

MEMBERS 6 MEMBERS - All Chairmen of various Committees and to include the Vice-Chairman of the Parish Council

OFFICERS Executive Officer to the Council

MEETINGS On a quarterly basis or when required and called in accordance with Standing Orders

MAIN FUNCTION

- ❖ The efficient and effective management of all administrative, personnel and health and safety legislation appertaining to the members of staff employed by the Council.
- ❖ Review of any report produced on HR related matters.
- ❖ Receive and agree up-dated legislation in respect of employment law.

TERMS OF REFERENCE

- ❖ Consider and agreed recommendations on salaries and other HR related matters to Full Council for consideration.
- ❖ To receive reports from Officers of the Council in respect of changes in employment law and legislation.
- ❖ Refer to Scheme of Delegation Policy.