

## **Terms of reference for the New HR and Legal committee Brown Edge Parish Council**

The Committee must at all times consider it's duty to uphold the Nolan Principles and act in the best interests of our community.

### **Scope**

The role of the Finance, Human Resources & Legal Committee is to oversee all aspects of the financial administration and governance of the Council as well as all human resources (HR) activities for both employees and councillors.

The committee will operate in line with standing orders.

### **Modus Operandi**

- HR
  - The Committee is responsible for all aspects of employment of staff including biannual formal appraisals.
  - Copies of these confidential appraisals are to be maintained by the clerk and be available by the Chair of the committee
  - All Hr policies and procedures are to be kept up to date and any changes brought before the full council.
- Legal
  - The committee is responsible for the councils complaints procedure
  - The committee is responsible for development of the council through the local council award scheme
- Finance
  - This
  - that
- The Committee will have no delegated spending powers other than that pre authorised by the council, and will make recommendations to Council for any additional expenditure required.
- The Committee shall meet as necessary, and may establish working groups in the furtherance of any of its responsibilities.
- The Committee is organised to the same rules as other Council meetings regarding notices, conduct of business – see Parish Council's Standing orders for further details.
- Hybrid meetings can be held and so the clerk does not need to attend personally and recordings of meetings are taken
- A monthly report of activity is to be made to the full council to be read out at the meeting.
- The Chair of the committee will liaise with the Clerk over agenda items.
- Any matters that fall under the remit of the Committee are to be forwarded to that committee immediately by the Clerk upon receipt of the matter.

### **Members**

- 3 Councillors + 1 non council member
- Quorum 2 members

### **Appointment of Committee**

- Members Elected annually at the Annual meeting of the Parish Council. 1 non council member can be appointed by the committee if they feel this will assist them. or at the first meeting of the Full Council where a vacancy exists.
- A Chair of the committee will be elected by the full council annually at the Annual Parish Council Meeting or at the first meeting of the Full Council where a vacancy exists.

These Terms of Reference adopted by the Council on  
*For annual review at Annual Council Meeting*