

Terms of Reference Human Resources Committee



Adopted: 20/05/2026
Minute Reference: 008 iii

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Introduction

Lancing Parish Council has appointed a number of Committees to undertake the work for and on behalf of the Council. The Committees will abide by the criteria detailed in the Council's Standing Orders, Financial Regulations and Scheme of Delegation.

Legal References

General Data Protection Regulations 2018, Adopted Standing Orders, Adopted Financial Regulations, Adopted Code of Conduct, Accessibility Regulations 2018, Localism Act 2011, Local Government Act 2003, Local Government Act 1972, Nolan Principles of Life, Public Bodies (Admission to Meeting) Act 1960, Equalities Act 2010, Parental Bereavement Leave and Pay Act 2018, Immigration Act 2016, Working Time Directive 2015, National Minimum Wage Regulations, Rehabilitation of Offenders Act 2014, Additional Paternity Leave Regulations 2015, Pensions Act 2008, Income Tax Act 2007, Work and Families Act 2006, Transfer of Undertakings (TUPE) Regulations 2006, Information and Consultation of Employees Regulations 2004, Paternity and Adoption Leave Regulations 2002, Employment Act 2002, Employment Rights Act 1996, Health and Safety at Work Act 1974 (This list is not exhaustive)

Remit

To deal with any Human Resources issues as required and in accordance with policies.

Composition

Five (5) elected members, in addition, the Chair and Vice-Chair of the Council shall be ex-officio members with full voting rights.

Substitute members are permitted if the meeting will be inquorate, providing statutory notice has been given and in consultation with the Clerk.

- Councillors arrange their own substitutes.
- Notification by 12pm on the day of the meeting stating the name of the substitute by the Members apologising.
- Record substitutions in agendas and minutes.

Members will be agreed at the Annual Meeting held in May.

Note: All Councillors not elected to the Human Resources (HR) Committee may attend public sessions and participate in the meeting but have no voting rights.

Quorum

Three (3) members must be present for meetings of the HR Committee to take place.

Chairmanship

The Chair and Vice-Chair to be elected by the members of the committee at the first committee meeting held in each Council year.

Meetings

HR Committee meetings will take place as required, but at least annually.

All meetings will usually take place in the Council Chamber, Parish Hall, South Street, Lancing. Extraordinary meetings may be arranged as necessary.

Urgent Business

If a matter is deemed "urgent" and if outside scheduled committee meetings and with the consent of the Chair of the HR Committee and the Chair of the Council or Vice Chair of the Council,

“urgent” matters can be agreed by the use of an “Urgent Consultation Panel”. The Panel will consist of the Chair, the Vice Chair, and the Chair and Vice-Chair of the HR Committee. Should delegated panel members not be available, substitute members may be allowed in consultation with the Clerk. All decisions agreed by the panel will be reported to Full Council or the appropriate standing committee at the earliest opportunity.

Terms of Reference

- a) To recruit and manage the Clerk and perform an annual appraisal.
- b) To deal with any staff grievance in accordance with the policy.
- c) To deal with any staff disciplinary matter in accordance with the policy.
- d) To appoint from its membership an employment appeals panel when necessary.
- e) To assist the Clerk with any staff matter if required.
- f) To review staff structures, salaries and Clerk’s recommendations as required.
- g) To consider and implement any changes which are required to comply with Employment Law.
- h) To deal with any matters which may arise and which are likely to directly or indirectly affect the Terms and Conditions of Council employees.
- i) To review staff pension arrangements bi-annually.
- j) To review and update all staff related policies and procedures.
- k) To be aware of resources and obtain expert advice if required.
- l) To consider Equality and Diversity Policies, Safeguarding Policies and other policies that effect the rights and safety of staff and councillors.
- m) To deal with any other matter that the Full Council considers appropriate to be referred to the HR Committee.