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For the community...by the community...

HUMAN RESOURCES & FACILITIES COMMITTEE

Terms of Reference

November 2023

1. CONSTITUTION AND AUTHORITY

- 1.1 The Human Resources & Facilities Committee (HR&F) is constituted as a Standing Committee of North Thoresby, Grainsby and Waithe Parish Council.
- 1.2 The Committee is authorised by the Council to manage any activity within its Terms of Reference. The Council delegates the roles to the Committee on the basis that the resultant work is being undertaken by the Council as a whole.
- 1.3 The Committee's Terms of Reference will be reviewed at the first meeting after the Annual Meeting of the Council or when necessary and make appropriate recommendations to Full Council. The Council may also amend the Committee's Terms of Reference at any time.
- 1.4 The Committee may from time to time investigate, discuss, or review matters outside its Terms of Reference if required to do so by the Council.
- 1.5 The Committee is authorised by the Council to obtain external legal and other professional advice (in conjunction with the Proper Officer) and to secure attendance of anyone it considers has the relevant experience, expertise or knowledge with the agreement of the Council Chairman and RFO.
- 1.6 All external correspondence shall be conducted by the Proper Officer and then copied by email to the Chair of the Committee (and the remaining committee if Chair deems it appropriate).
- 1.7 Agenda and Minutes of all meetings shall be managed by the Proper Officer.
- 1.8 The draft minutes of each Committee meeting will be circulated to all members of the Committee but any items discussed in a closed session due to the confidentiality may not be published on the Council website.
- 1.9 On agreement of the Committee, the minutes of the committee can be circulated to the remaining members of the Council.

2. MEMBERSHIP AND VOTING

- 2.1 The Committee as a whole shall be appointed at the Annual Council Meeting, or at a Council meeting during the year if necessary, and can be discontinued by the Council at any time as long as the motion is passed by the Full Council by at least a majority of Councillors present.
- 2.2 Each member must be voted separately onto the Committee by the Full Council's decision. A Councillor cannot be a member of the Committee unless their membership has been approved by the Council.
- 2.3 The Committee will meet after the Annual Council Meeting to appoint a Chair and Vice Chair and will then meet on an ad hoc basis throughout the year as and when necessary.

- 2.4 The Committee will consist of not less than three members. If the Council deem it required for any reason, the membership could rise to five members either permanently or for a limited period of time. In addition, the Chair of the Council (if they are not a member of the Committee) may attend the Committee without voting rights.
- 2.5 Three members of the Committee shall constitute a quorum. A quorum is needed to make any formal decisions but if the Meeting is less than three members, a discussion can be undertaken but no decisions can be made and the committee meeting detail must then be brought to the next Committee meeting or the next Council Meeting for ratification.
- 2.6 Voting shall be by a show of hands. The Chair of the Committee shall have a second or casting vote in the case of an equality of votes.
- 2.7 The Clerk shall be a non-voting attendee (but will be recused if the subject is about them) but may attend by online digital means if the Chair of the Committee agrees.
- 2.8 Other Council members shall have the right to attend the Committee meetings, and with the right to speak if invited to do so by the Chairman. There is no right to vote.
- 2.9 The HR & F Committee will consider if items are confidential (upon advice from the Proper Officer) and that part of the meeting will be subject to the prevailing regulations and practices of a closed session. Members of the public will not be permitted and be required to leave the meeting unless otherwise agreed by the Committee.

3. RESPONSIBILITIES AND PRINCIPLE OBJECTIVES OF THE COMMITTEE

- 3.1 The two main duty elements of the Committee are:
- (i) Human Resources Management
 - (ii) Facilities Management and Review
- 3.2 Human Resources Management main obligations are:
- (i) The purpose of the HR&F Committee is to consider member and officer issues
 - (ii) To consider breaches of the Council's formally agreed code of conduct for members and, based on the report of East Lindsey's Council's monitoring officer, recommend to the Full Council any sanctions that should be applied to that member under the Council's formally agreed code of conduct as recommended by the Monitoring Officer.
 - (iii) To undertake a review of the Council's code of conduct every four years (to coincide with each Council term) and make recommendations to the Full Council on any revisions required including if the NALC or Local Government format is appropriate. The Council may decide to review the Code of Conduct at any time at a Full Council Meeting or Extraordinary Meeting.

- (iv) To consider the establishment structures, staffing levels, job descriptions, person specifications, job evaluations, and the remuneration levels.
- (v) To ensure that the Council has policies and procedures in place to meet its human resources statutory responsibilities.
- (vi) To consider and review human resources policies and procedures including the overseeing of Volunteers
- (vii) To undertake employment of staff including advertising / interviewing and appointments subject to ratification by the Chair or Vice Chair of Council. Appointments will be reported to the next Full Council meeting.
- (viii) To appraise the performance of all Council staff.
- (ix) To consider grievances and complaints against Council staff.
- (x) To consider appeals against grievance and disciplinary decisions made by officers.
- (xi) To consider the development of the Council's workforce.
- (xii) To monitor the learning and development of members and staff.

3.3 Facilities Management and Review main obligations are:

- (i) To oversee the operations management, safety and security of Council facilities, buildings, recreational spaces and Parish Council community events.
- (ii) To review the Health & Safety provisions and requirements of all Council buildings
- (iii) To oversee management and administration of Parish Council events including Remembrance Service, Christmas light switch-on etc.
- (iv) To ensure that the Village Hall is maintained to the appropriate statutory and moral standard for the benefit of the community in conjunction with the Proper Officer and the Village Hall Manager
- (v) To carry out risk assessments associated maintaining buildings and public areas to include any (but not limited to) fire risk assessments, asbestos and security of all Council buildings and areas of responsibilities throughout the Parish
- (vi) To ensure that the safety of the play park in North Thoresby is maintained and that a formal safety assessment is carried out as deemed appropriate with any work recommended completed as soon as practicable and by an appropriately qualified person which may include specialist contractors.

- (vii) To ensure that all Health & Safety notices are properly in place and visible, and meet the necessary statutory requirement
- (viii) To review the cosmetic appearance of all Council buildings and make recommendations in conjunction with the RFO and Village Hall Manager to the Finance Committee for any major capital or maintenance expenditure
- (ix) To make any recommendations in conjunction with the Proper Officer to the Council for any additional or alternative uses of any buildings or facilities of the Council to maximise the financial revenue but with the moral aspect of serving the community to be considered
- (x) In conjunction with the Village Hall Manager, to make any recommendation to the Council of the need for major replacements of equipment or items in the Village Hall or other Council properties.
- (xi) To ensure that the Village Hall security is maintained and manage the KEY HOLDER & SECURITY CONTACT access list

4. SECURITY AND KEY HOLDER ACCESS

- 4.1 The committee shall be responsible for the security and access to the Village Hall and shall manage the following who shall be deemed **essential key holders**:
 - (i) Chair of the Council
 - (ii) Proper Officer
 - (iii) Village Hall Manager
- 4.2 The committee shall ensure no other person shall have access to the keys or security of the Village Hall unless it is deemed URGENT by the Chair of the Council or the Proper Officer.
- 4.3 The Committee shall ensure that no copies of any keys are made, and if any intelligence comes to the Committee or Proper Officer's knowledge, the Village Hall Manager will be asked to action a complete change of locks of the affected key.
- 4.4 The Committee shall ensure that no permission can be given to any Councillor to copy any keys under any circumstances as any needs of key copies must be made to the Proper Officer who will arrange any necessary copies if deemed appropriate.

5. REVIEW

- 5.1 These terms of reference are to be reviewed annually by the Council and the Committee at the first meeting following the Annual Meeting of the Council, or when the Council or Committee feel it appropriate.
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