

Shaugh Prior Parish Council

Human Resources Sub Committee

The Shaugh Prior Parish Council (SPPC) Human Resources Sub Committee (HRSC) was set up to support the work of the SPPC relating to employees, councillors and members of the public.

The HRSC aims to be sensitive, fair, consistent and transparent in all aspects of its work. It adheres to principles of fairness, respect, and accountability, and promotes a culture of dignity, confidentiality, and ethical conduct.

Membership and Meetings

The HRSC consists of at least three members of the SPPC elected annually by the whole Council at the May AGM. The Chair and Vice Chair are automatically included and additional members are chosen by the SP parish councillors to support them. One of the members acts as Chair of the committee.

The Parish Clerk is normally in attendance to make notes and give advice when needed.

One meeting is held annually to undertake the Parish Clerk's appraisal. Other meetings are convened in response to items which emerge for which the HRSC has responsibility.

Meetings are not open to other members of the SPPC but a report is presented in Part 2 of Parish Council monthly meetings in the month following when an HRSC meeting has taken place.

Responsibilities

- Appoint employees. In the case of SPPC this refers to the Parish Clerk.
- Confirm the Clerk's Contract of Employment modelled on the contract produced by the National Association of Local Councils (NALC).
- Appraisal of the Parish Clerk annually, utilising the format provided by the NALC.
- Make recommendations relating to the Clerk's salary based on the National Joint Council for Local Government Services (NJC) annual pay scales.
- Put in place processes for recruiting and adopting additional councillors when vacancies become available where no elections are required (co-option).
- Deal with issues and matters which arise relating to SPPC Councillors and employees including:
 - complaints from members of the public or other councillors;
 - issues relating to attendance at meetings;
 - issues relating to the SPPC adopted Councillor code of conduct;
 - issues arising from SPPC adopted Policies and Procedures.

Processes

In relation to the appointment of the Clerk:

The processes followed are based on NALC guidance. The HRSC takes the lead on defining these processes. Other councillors are involved in the selection and appointment process.

In relation to HRSC appraisal meetings:

Meeting dates are agreed with the Parish Clerk and the HRSC members and the meeting details are sent out by the HRSC chair.

Agendas are set in advance of the meeting and the Clerk has at least two weeks to submit the appraisal form before the meeting. The HRSC completes the form and discusses it with the Clerk. An agreed annual appraisal document is signed and kept by the Clerk and the HRSC. A report is made to the SPPC in the month following the appraisal during Part 2 of that meeting. Councillors are asked to agree to the outcomes of the report.

In relation to ad hoc meetings:

These meetings are based on the emergence of issues which need to be dealt with promptly. Meetings are normally convened within seven days of receiving the information in relation to a particular matter. Such meetings can be in person or held online.

Councillors and members of the public are encouraged to make any concerns or complaints known to the Parish Clerk in the first instance in accordance with the agreed Complaints Procedure. This information is either dealt with immediately or, if a meeting is needed, passed to the HRSC for consideration.

Initially, the HRSC considers the information it has received and decides how best to deal with this. Individuals who have raised an issue or complaint will receive a written response. Outcomes can involve:

- Meeting with individuals;
- Written communications with individuals;
- Referring issues to the South Hams District Council Monitoring Officer.

The HRSC aims to respond within 10 working days and will follow principles of natural justice, including the right to respond to any complaint.

Confidentiality Protocols

There are times when the work of the committee involves confidentiality and the protection of individuals. This means that there are situations when members of the SPPC are not given all the details of a decision. However, the HRSC will always ensure that its decisions are properly recorded.

The HRSC will follow confidentiality protocols in line with GDPR regulations. All personal

data and sensitive matters will be handled in accordance with data protection legislation. Members involved in HRSC matters will be expected to maintain strict confidentiality.

Moral and Ethical Standards

The HRSC conducts its work in line with the ethical principles adopted by SPPC including fairness, accountability, respect, and integrity. The Committee will act impartially and will ensure that decisions are made free from personal bias or conflicts of interest.

Adopted by SPPC on the 4th December 2024

Revision Adopted by SPPC on the 4th June 2025

Chair – Cllr Keith Stone

Clerk – Mr Scott Smy