

BH PCC HR Committee Terms of Reference

Preamble

Bishop Hannington Memorial Church, located on the corner of Nevill Avenue and Holmes Avenue, Hove, (BH) is part of the ecclesiastical parish of Bishop Hannington Hove.

These Terms of Reference of the Human Resources (HR) committee are established by the PCC of the parish of Bishop Hannington to confirm arrangements for the employment and management of non-ordained staff working in the Parish.

The HR committee (HRC) is a sub-committee of the PCC and its purpose is to ensure that the HR and remuneration arrangements support the strategic aims of the PCC and enable the recruitment, development, retention and wellbeing of staff while complying with the requirements of regulatory and governance bodies. HRC will administer the staff.

Membership

The members of the HRC are appointed by the PCC, each for a 3-year term with a maximum of 3 terms to be served successively. There shall be at least 2 and up to 6 members plus the Vicar (ex officio). Should 3 terms be completed successively there shall be a minimum of one year until that person is able to be reappointed to the HRC.

The HRC can temporarily add a member if specialised help is needed for a specified period following prior approval from the Vicar and Wardens.

The HRC will appoint a Chair and secretary from within their members.

Key Responsibilities

The HRC will have delegated responsibility for the following key areas:

- 1) Recruitment and Selection of employees
- 2) To draft job descriptions
- 3) Training and Development
- 4) Performance Management
- 5) Employee Relations
- 6) Disciplinary and Grievance Matters
- 7) Sickness and attendance management
- 8) Employee Wellbeing
- 9) Employment Law and Compliance
- 10) Compensation and Benefits, Administration and Benchmarking
- 11) HR systems
- 12) Recommend annual salary reviews for our non-ordained staff.

Conduct

In all their deliberations members will take account of guidance and direction received from the

PCC, Vicar or the churchwardens of the Parish while ensuring compliance with Employment law

and the rules of natural justice.

Functions, Duties and Powers of the HRC

The PCC delegates to the HRC its functions, powers and duties in relation to non-ordained staff within the Parish to carry out the key responsibilities under item 3 above. The functions, power and duties shall include:

- 1) To report to the PCC on the affairs of non-ordained staff through the submission of a report at each PCC meeting covering as a minimum:
 - a. Date of last appraisal and planned month of next one
 - b. Any significant matters arising against objectives from those appraised since the last meeting
 - c. Any particular help needed
 - d. Training received or planned
 - e. Other matters.
- 2) To ensure that regular (at least annual) appraisals are carried out against objectives
- 3) To ensure that each employee has a training and development plan and that this is reviewed regularly
- 4) To ensure employees are effectively managed and appropriately supported
- 5) To ensure that there is an annual review of compensation and benefits
- 6) To recruit for positions agreed by the PCC
- 7) The approval of tenancy agreements as part of a compensation package (following 6c if applicable)
- 8) To ensure compliance with applicable Tax, Employment Laws and Regulations
- 9) To ensure appropriate records are kept securely on BH premises in accordance with best employment practices.
- 10) To advise the PCC Treasurer on HR financial matters as necessary, but in particular to the annual salary and related costs budget and the annual training budget.

Limitations on the authority of the HRC

For the avoidance of any doubt the PCC reserves to itself the following specific responsibilities (which may not, therefore, be actions by the HRC):

- 1) The recruitment of any person to a position that has not been specifically authorised by the PCC

- 2) To materially change the Job Description of any existing position
- 3) The decision whether to include any residential property owned by the church or rented by the church, as part of a compensation package
- 4) Where appropriate to dismiss any person or respond to complaints
- 5) To respond to safeguarding concerns
- 6) To formalise funding arrangements with third parties.

Review and Revision

These standing orders may only be amended by the PCC, following discussion with the HRC, and are to be reviewed every two years at the first PCC meeting following the APCM.