

Terms of Reference – Personnel Committee

Membership:

Membership of the Committee will consist of 3 members. 3 substitutes will be nominated by Full Council.

Quorum: A minimum number of three committee members of the Council are required for decision making purposes.

In the event that a member of the Committee is unable to attend a meeting, nominated substitutes may stand in. This is subject to written notification of the substitution having been received by the Clerk at least two working days prior to the meeting. A duly nominated substitute will have full voting rights.

Purpose of the Committee:

The Personnel Committee will have delegated powers on management of Council employees in line with relevant legislation and the Council's policies and Standing Orders.

Meeting Arrangements and Frequency:

One ordinary meeting of this committee will be scheduled annually at the Annual Parish Council Meeting, in October to inform the budget setting process. Additional meetings may be called by the Chairman of the Committee in consultation with the Clerk/RFO as and when deemed necessary, subject to 5 working days' notice.

The Clerk or other delegated person will take the minutes of the meetings.

Terms of Reference:

Full Council will review these Terms of Reference each year at the Annual Parish Council Meeting and when necessary, make any changes.

Voting:

Only appointed committee members may vote and participate at a meeting. In the case of an equal vote the Chairman of that meeting shall have a second or casting vote.

Admission of the Public, Press and Non-Member Councillors:

The Public and Press will be admitted to all meetings of the Committee in line with the Council's Standing Orders. However, there will be no public participation session and non-member councillors/ members of the public/press may not speak unless invited to do so by the Chairman of the Committee. If required, the Committee will have the right to pass a resolution to exclude the press and public in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 where the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item. Where the press and public are likely to be excluded from the meeting this will be advertised on the Committee's agenda.

Minutes of Meetings:

The minutes of the meetings will be approved at the next meeting of the Committee. If the Committee does not meet before the next Full Council meeting the draft minutes will be presented

at the Full Council meeting to note and to resolve approval or otherwise of any recommendations of the Committee.

The Chairman will provide a verbal update to Full Council on any issues of relevance.

Responsibilities:

The Committee will:

- Advise Full Council on the establishment and review of salary pay scales.
- Take a lead in the recruitment and appointment of staff and make recommendations to Full Council. Staff to be appointed by Full Council.
- Advise Full Council on new employment contracts and changes to contracts.
- Establish and review performance management – including annual Pay Reviews and staff development programs:
 - The Clerk to be reviewed by the Personnel Committee, which then reports to Full Council.
 - All other staff to be reviewed by the Clerk who then reports to the Committee.
- To keep under review staff working conditions and health and safety matters, bringing recommendations to Full Council.
- Monitor and address regular or sustained staff absence.
- To advise Full Council on staffing related expenditure.
- To consider and advise Full Council on any grievance or disciplinary matter and any appeal.
- To address any other matters relating to HR issues.

Delegated Powers:

- To review staffing structures and levels and make recommendations to the Council.
- To review annually contracts of employment, job descriptions and person specifications for staff and make recommendations to the Council.
- To review annually staff salaries and terms of conditions and make recommendations to Council.
- To appoint from the Full Council membership, members needed to hear any grievance or disciplinary hearings or appeals.
- To review health and safety at work for all Council employees.
- To ensure the Council complies with all legislative requirements relating to the employment of staff.

Qualification: It is fundamental that a local council understands that decisions relating to employment cannot be delegated to individual councillors, including the Chairman. Members of the Human Resources must have a good knowledge and understanding of employment and local council legislation, and effective employment practices.

Note: In accordance with the Local Government Act 1972 (s101) any arrangements made by Full Council for the discharge of functions does not prevent Full Council from exercising those functions when required.

Date adopted/reviewed:

Date of next review: