



## Personnel Committee Terms of Reference

**Adopted 3<sup>rd</sup> June 2019**

The Personnel Committee is appointed to make recommendations to the Parish Council regarding all staffing matters, subject to budget and expenditure limits decided by the Finance Committee.

- a) The Committee will comprise a minimum of four members, each of whom will be a Councillor.
- b) The quorum will be three Councillors.
- c) Appointment of members to the Committee will normally take place at the Annual Meeting of the Council and remain in effect until the next Annual Meeting.
- d) A chairman will be elected annually by the Committee at its first meeting.
- e) Substitute members may be nominated and appointed, in accordance with the Parish Council's Standing Orders, to take the place of an ordinary member who cannot attend and without whom the meeting would be inquorate.
- f) Meetings of the Committee will be convened in accordance with the Parish Council's Standing Orders.
- g) The public and press are excluded from meetings due to their presence being prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
- h) Meetings shall be held as and when required.
- i) Reporting to the full Parish Council will be by circulation of minutes to all Councillors and acknowledgement of this at the next meeting of the full Council. The Parish Clerk will be responsible for the distribution of minutes.
- j) The Committee shall undertake the following roles and functions, making recommendations to the full Council as appropriate : -
  - i. to oversee the recruitment and appointment of staff;
  - ii. to monitor and implement agreed rates of pay and plan progression steps through the Council's chosen payscales;
  - iii. to implement, review, monitor and revise policies for staff;
  - iv. to provide advice and support to the Council in applying policies for staff;
  - v. to consider grievance or disciplinary matters in accordance with the Council's grievance or disciplinary policies;
  - vi. to agree and review employment contracts and job descriptions;
  - vii. to keep under review staff working conditions -- ensuring that the Council continues to provide a fair, equitable and healthy work environment for its staff.
  - viii. nominated members of the Personnel Committee to provide line management and development to specific staff; and health and safety matters and
  - ix. nominated members of the Personnel Committee to carry out annual appraisals for specific staff;
  - x. to ensure all staff receive appropriate induction and ongoing development to meet the current and ongoing requirements of the role;
  - xi. to ensure that the Council complies with all legislative requirements relating to the employment of staff.
- k) Legal responsibility for the decisions and actions of the Committee remains with the Council as a whole.



***Date effective from: June 2019***

***Last review date: July 202~~1~~<sup>9</sup>***

***Next review date: July 202~~2~~<sup>4</sup>***