



Personnel Committee Terms of Reference

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. The Committee will comprise a minimum of six members, each of whom will be a Councillor and include the Chair and V. Chair as Ex-Officio members. All Council members are encouraged to attend committee meetings.

- The quorum will be three Councillors.
- Appointment of members to the Committee will normally take place at the Annual Council meeting and remain in effect until the next Annual Meeting.
- A chairman will be elected annually by the Full Council at the Annual Meeting..
- Meetings of the Committee will be convened in accordance with the Parish Council's Standing Orders.
- The public and press will be excluded from meetings if due to their presence it is deemed prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
- Meetings shall be held quarterly and more frequent, if and when, required.
- 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.

The Standing Orders on the rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interest of members in contracts and other matters shall apply to committee and sub-committee meetings.

If the number of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned, and any business not transacted shall be transacted at the next meeting or on such other day as the Chairman shall arrange.

RESPONSIBILITIES

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 pay scales;
- iii. to provide advice and support to the Council in applying policies for staff;
- iv. grievance or disciplinary matters will be dealt with in accordance with the Council's grievance or disciplinary policies and by the Personnel Sub-committee;
- v. to agree and review employment contracts and job descriptions;
- vi. to keep under review staff working conditions - ensuring that the Council continues to provide a fair, equitable and healthy work environment for its staff.
- vii. nominated members of the Personnel Committee to provide line management and development to specific staff;
- viii. nominated members of the Personnel Committee or the Personnel Sub-committee to carry out annual appraisals for specific staff;
- ix. to ensure all staff receive appropriate induction and ongoing development to meet the current and ongoing requirements of the role;
- x. to ensure that the Council complies with all legislative requirements relating to the employment of staff.



Legal responsibility for the decisions and actions of the Committee remains with the Council as a whole.

GROUND'S MAINTENANCE STAFF

At present the Chairman of the Personnel Committee has responsibility for the daily work tasks and time sheets of the Ground's Maintenance Staff. All personnel matters relating to these staff will be handled by the Clerk.

CLERK/RFO

At present the Chairman of the Council has responsibility for the weekly working routine of the Clerk/RFO and liaises as to the tasks that need completing. All personnel matters relating to the Clerk/RFO will be handled by the Personnel Sub-committee.

MEETINGS

Meetings shall be called by the Chairman of the Committee and the Clerk/RFO quarterly as set out in the council calendar.

Minutes of all meetings will be recorded by the Clerk or any member nominated at the meeting. All minutes shall be open for inspection by any Member of the Parish Council or Public.

The Public and Press may be admitted to meetings. If required they may be temporarily excluded by the means of special resolution as follows: "In accordance with Part 1, Schedule 12(A) of the Local Government Act 1972 the Press and Public be excluded from the meeting during the consideration of these items due to the confidential nature of these items."

BUDGET

The Personnel committee does not have a specific budget but has responsibility for all those budget lines which are set out under the heading 'responsibilities' in these TOR. The Personnel committee will from time to time find it necessary to seek approval of expenditure from the Finance committee and/or full council in certain circumstances.

REVIEW OF TERMS OF REFERENCE

The Terms of Reference will be reviewed annually at the first meeting of the committee after the Annual Council Meeting of the Council and where necessary make appropriate recommendations to Full Council.

Date effective from: June 2019

Last review date: June 2024

Next review date: June 2025