

ASH-CUM-RIDLEY PARISH COUNCIL

Personnel Committee - Terms of Reference

1. Objective

The Personnel Committee will deal with all personnel issues affecting the staff, including recruitment and financial aspects, absence (both authorised and unauthorised) pay and conditions of service and has delegated authority to act under S101 1972 LGA.

2. Membership

- The Committee shall consist of the Chairman of the Council, the Vice Chairman of the Council and three members elected by Full Council
- The committee's chairman will be the Chairman of Council and the committee's vice-chairman will be the Vice-Chairman of Council
- The Quorum for a meeting will be a minimum of 3 Councillors

3. Meetings

- The Committee will meet at least twice per annum, with one meeting being held in March following the appraisals conducted for Council staff

4. Voting

- The Councillors' Code of Conduct will apply to all members of the Committee
- The conduct of the meetings (declarations of interest, debate, voting etc) will be governed by the Council's Standing Orders
- Decisions will be taken by a majority vote

5. Rights and Powers

The Committee will have limited delegated powers to:

- Make recommendations to the Council for consideration and approval
- The Committee may convene extra-ordinary meetings in accordance with the Council's Standing Orders
- The Council gives the Personnel Committee delegated authority to handle any complaints received by the Council with responsibility for investigating the complaint and determining whether it is upheld and/or making any recommendations to Council. The Committee may wish to convene a Complaints Working Group to investigate the complaint and make recommendations to Personnel, the working group may comprise of both committee and non-committee members, if it is felt appropriate to do so

6. Responsibilities

The Committee is to take action on behalf of the council on the following:

- To establish and keep under review the staffing structure in consultation with the Full Council
- To draft, implement, review, monitor and revise policies for staff
- To oversee the appointment of staff, to approve job descriptions and to take the lead on the recruitment and selection of staff, following approval from Full Council.
- To arrange execution on new employment contracts and changes to contracts
- To ensure that all staff have an annual appraisal and determine any training requirements staff
- To keep under review staff working conditions and health and safety matters
- To monitor and address regular staff absence

- To make any recommendations on staffing related to expenditure to the Full Council
- To undertake any process leading to dismissal of staff (including redundancy)
- To consider a grievance or disciplinary matter or any appeal
- To be the focal point of all staffing issues and make recommendations to the Full Council on any staffing related issues
- To keep up to date with developments in employment law and check that the council complies with the appropriate requirements
- To make recommendations to Full Council on staff remuneration
- To oversee the operation of the staff Occupational Pension Scheme.

7. Training

- Members of the Committee are encouraged to attend training as appropriate for the Personnel Committee