

Baston Parish Council

Personnel Committee Terms of Reference

Terms of Reference Purpose of the Personnel Committee:

The committee is appointed to make decisions about staffing matters, subject to budget and expenditure limits agreed by Full Council. Members:

1. Membership shall comprise of 3 members (two ex officio members and one council member).
2. The Chairman and Vice-Chairman of the Parish Council shall be ex-officio members of the Committee.
3. Membership of the Committee shall be determined at the Annual Meeting of the Council.
4. The third (elected) member appointed by the Council, will act as Chair of the Committee.
5. The Committee is to comprise of Councillors only. Quorum: The quorum necessary for the transaction of any business shall be three.
6. In the event of a councillor resigning mid-term the full parish council can elect a councillor to the post for the remainder of the term.

Frequency of Meeting(s): The Committee will hold at least one meeting per year to review all staff contracts and job descriptions and HR policies. Otherwise, meetings will be convened as and when necessary to deal with staff recruitment, grievance or disciplinary matters, or deal with other emerging personnel issues.

Delegated Powers: General: Members will be advised by the Parish Clerk whether a particular item under discussion is within the Committee's delegated powers. If it is within delegated powers, the minutes will record the decision as RESOLVED. If not, the minutes will record the decision as RECOMMENDED for adoption by the Parish Council.

Specific:

1. To review staffing structures and levels and make recommendations to Council.
2. To agree and review annually, contracts of employment, job descriptions and person specifications for staff as drafted by the Parish Clerk.
3. To ensure all staff have an annual appraisal.
4. To keep under review staff working conditions, and health and safety matters.
5. To implement, review, monitor and revise policies for staff, as drafted by the Parish Clerk.
6. To ensure the Council complies with all legislative requirements relating to the employment of staff.

7. To act as a recruitment panel with a designated officer of the Council (Clerk or RFO) in attendance during the interview process.
8. To act as a grievance & disciplinary panel. In the case of any appeal against any grievance or disciplinary action taken, an appeals panel will be determined by the full Council.
9. To instruct an Officer of the Council (Clerk and/or RFO) to advertise an existing position, within the agreed terms and approved budget resources.
10. To review/ approve HMRC end of year/ employment documents.
11. To consider and make recommendations on reviews of salary pay scales for all staff.
12. To make recommendations about the annual budget for Personnel matters.

Date of policy: 14TH May 2024