



## **Personnel Committee Terms of Reference**

**Adopted May 14<sup>th</sup> 2018**

**(Reviewed February 17<sup>th</sup> 2020)**

### **Role**

The Personnel Committee is responsible to the Parish Council for the management and administration of all staff, including ensuring compliance with relevant laws, policies and regulations.

### **Members**

1. The committee shall comprise three members.
2. Membership of the Committee is established at the annual meeting of the Council.
3. The Committee shall elect a Chairman for each civic year.
4. Co-opted members may join the Committee during the year if authorised by the Council.
5. Three members of the Committee shall constitute a quorum for meetings.

### **Frequency of meetings**

One meeting will be held every year to review all staff contracts and job descriptions and Human Resources policies. Otherwise meetings will be convened as and when necessary, e.g. to deal with grievance or disciplinary matters, in line with the relevant policy; to recruit staff to fill vacancies; or to deal with other emerging personnel issues.

### **Delegated Powers - General**

The Parish Clerk will advise members whether or not 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, then the minutes will record the decision as RECOMMENDED and it will then be brought to the attention of the Council for decision when seeking approval and adoption of the Committee minutes.

### **Specific Delegated Powers**

1. To review staffing structures and levels and make recommendations to the Council.
2. To agree and review annually contracts of employment, job descriptions and person specifications for staff.

3. To review staff salaries and terms of conditions and make recommendations to Council.
4. To appoint from its membership a recruitment panel when necessary and recommend appointments to Council. Recruitment panels will normally include three members in the case of appointment to the Parish Clerk posts; and at least one member of the Committee plus the Clerk for all other posts.
5. To perform panel roles as detailed in the grievance and disciplinary procedure.
6. To review annually health and safety at work policies, procedures and training for all Council employees.
7. To review annually all Council policies that relate to staff employment.
8. To ensure the Council complies with all legislative requirements relating to the employment of staff.