



Ringshall Parish Council

Personnel Committee - Terms of Reference

V1.0

Version Control

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Policy History

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| 1.0 | Clerk | New Policy | 05/20 | RPC/2020/05/5 |

Premise

The purpose of this committee is to meet legislative requirements to provide administration management in respect of employment of staff by the Parish Council and to ensure good governance and health and safety of staff; and to consider the training needs of Councillors and staff.

Membership

The committee will consist of a minimum of three councillors, appointed at each Annual Council meeting or at a Full Council meeting.

Quorum

A quorum will be three members.

Chair

The Chair will be appointed by the Committee at its first meeting, and thereafter every year at its first meeting after the AGM of the Full Council.

Meetings

The committee will hold at least one meeting a year, and can hold as many others as it deems fit to meet its obligations.

All meetings will be minuted, and these minutes will be submitted to Full Council for noting at the earliest opportunity.

Due to the confidential nature of some items of business to be transacted it may be necessary to hold meetings (or parts thereof) in private in pursuance of Public Bodies (Admission to Meetings Act 1960 Section 1 as amended 2014 and by the Openness of Local Government Bodies Regulations 2014). This can be done at any point during the meeting. The minutes should reflect this, and also maintain the confidential nature of the meeting.

All personnel issues should be recorded outside of the minutes on appropriate forms/documents and stored confidentially by the Clerk. No confidential materials should be retained by Councillors.

Conditions

The Committee has powers delegated by full Council to develop and agree policies and risk assessments, and make management, administration and governance decisions as related to matters of staffing.

The committee will comply with and have due regard to policies and guidance relating to staffing matters, which include (but are not limited to): -

- Standing Orders

- Financial Regulations
- Staff contracts which reference Terms and Conditions of Employment
- ACAS Guidelines and procedures for grievances or disciplinary matters
- National Joint Council (NJC) 'Green Book' pertaining to employment of local authority staff.

Responsibilities and Powers

The committee has the power under the Local Government Act 1972 to undertake all matters for the management of the Clerk, this includes, but is not limited to:

- performance review
- contract review - job descriptions, hours
- salary and scale review
- training review
- termination of Clerk's employment
- employment of a Clerk, including advertisement of role, interviewing, appointment
- engagement of cover for the Clerk if required
- agreeing employment policies, procedures and documentation including:
 - dignity at work/bullying and harassment policy
 - disciplinary and grievance policy
 - equal opportunity policy
 - appraisal policy
 - health and safety policy.

The Committee has the power to review and recommend training for Councillors, such recommendations should be presented to Full Council.

The Committee has the power to authorise spend against the following budget lines:

- CSE - Clerks salary and expenses
- PDT - Professional development training
- BK - books

but only where should expenditure will not cause overspend (now or in the future). Where this might occur, the expenditure must be authorised by Full Council.