



# **Personnel Committee Terms of Reference**

**Adopted by Full Council on 2<sup>nd</sup> December 2024**

**Reviewed by Personnel Committee 18<sup>th</sup> November 2024**

**For review May 2025**

The Personnel Committee sits and functions under the delegated authority of the Parish Council. Like the Full Council, it exercises its authority as a collective body. The Personnel Committee has the delegated authority to make decisions on behalf of the Full Council on matters within its areas of responsibility without the needs for these decisions to be ratified by the Full Council. In other cases it makes recommendations to the Full Council. This does not affect the overall compliance with Financial Regulations where certain financial actions must be approved by Full Council.

The Personnel Committee has delegated authority to authorise expenditure within the Parish Council's agreed Salaries and Pensions budget on all staffing matters, with the exception of the appointment of the Clerk, which must be agreed by full council.

## **Terms of Reference**

These are to be reviewed annually by the committee and submitted to the Full Council.

## **Membership**

Membership of the committee is to be the Chair and Vice Chair of the council and Chair of the Finance and Establishment Committee plus up to 2 other members. Members will be decided and appointed annually in the Full Council's Annual Meeting, in accordance with the protocols laid down in the Standing Orders and Guide to Standing Orders.

## **Chairman**

The Chair and Vice Chair of the committee will be elected annually at the Annual Meeting of the council.

## **Quorum**

A quorum will be reached with a minimum of 3 Councillors.

## **Meetings**

**The committee will meet a minimum of twice a year. Additional meetings may be scheduled as required.**

### **Responsibilities**

The Personnel Committee delegates the responsibility to the Clerk to provide day to day oversight, direction, guidance and support for the work of the council staff. The Clerk is also responsible for managing annual leave, approved lieu time and monitoring sickness. It is the responsibility of the Clerk to bring serious matters of concern to the Personnel Committee, including unusual or extended sick leave patterns.

The Clerk should always seek external advice from SSALC and HR experts, as and when needed. In matters connected with the Clerk's performance or management, the Personnel Committee will authorise their Chair or Vice Chair to contact these bodies. If the Chair or Vice Chair is not available, the committee will nominate a member.

If any member of the staff is unhappy with the line management and feels they must bypass the normal structure, they may request a meeting with the Chair and Vice-Chair or in their absence two other members of the committee. The outcome is to be taken to the next committee meeting or an extra one called.

The Personnel Committee manage, on behalf of the council, advised as necessary by the Clerk the following:

- The overall performance of the staff, delegating the day-to-day line management to the Clerk. The committee will be the body authorised to guide and assist the Clerk.
- Staff development and progression and succession planning.
- Approving any overtime requirements within the committee's budget.
- Ensuring the delivery of regular staff appraisals and noting and agreeing any actions and outcomes.
- The Chair and/or Vice Chair of the Committee will carry out the Clerk's annual appraisal, and quarterly one-to-one meetings, and report any actions etc as above.
- Dealing with matters of individual or group discipline through the established management ranks, offering guidance and support to line management as appropriate.
- If the problems require disciplinary and grievance procedures, then these will be directed to the appropriate panel as per the adopted procedures.
- Any appeal will be reported to Full Council for the appeals procedure to be implemented.
- Carrying out an annual review of the Council's employment policies, making recommendations to Full Council for any alterations/amendments.
- Periodically reviewing staff contracts and initiating any amendments/alterations considering the correct employment law procedures.
- Through the Clerk (RFO) the committee will be aware of pay, NI, pension contributions and other related expenses, and ensure that legal requirements and recommendations are complied with, including recommended pay reviews.
- The committee will forward details of resignations to Full Council and will initiate filling the vacancy in accordance with the Council's recruitment procedure.

- Advertising for new staff, conducting interviews and making recommendations to the Full Council.
- Contracts of employment for new staff members are agreed by the Personnel Committee but are referred to Full Council for acceptance.
- The committee Chair and/or Vice-Chair may approve the Clerk's annual leave, lieu time and expenses claims.

In addition, the committee provides responsible oversight and guidance in the management of the budget allocated to personnel.