



# Terms of Reference: Personnel Committee

## 1. Overall Purpose

To advance working relationships, staffing levels and performance. The Personnel Committee will operate within a framework of best practice.

## 2. Membership

- Membership of the Committee is 4 Councillors
- Quorum for a meeting will be a minimum of 3 Councillors
- Up to 2 substitutes are permitted to enable a meeting to proceed
- The Chairman of the Council is excluded from joining the Personnel Committee

## 3. Meetings

- Committee meetings will be open to the press and public but depending on the subject matter some reports may necessitate inclusion under Confidential Business
- The Committee will elect a Chairman and if it wishes a Vice-Chair at its first meeting
- The Committee will agree a Schedule of Meetings at its first meeting
- The Committee may engage with outside agencies (including inviting their representatives to attend and participate in its meetings) as it considers necessary and appropriate to obtain advice and guidance and ensure a fair, transparent and balanced approach to any issues or concerns that may be raised during its activities
- Agendas and minutes will be published
- Clipstone Parish Councillors who are not Personnel Committee members may attend meetings as a member of the public
- Members of the public may participate in the debate at the express permission of the Committee Chairman
- The Parish Clerk will provide administrative support for the Committee

## 4. Accountability

- The Personnel Committee is accountable to Council
- The draft minutes of the Committee meeting will be made available to the following Council Meeting, if possible
- In the absence of draft minutes, the Chairman of the Committee will provide a written report to Council



- Its level of authority is predominantly advisory whereby it will make recommendations to Council. It will also operate under delegated powers which may be extended upon a resolution from Council. Its powers are outlined below:

## **5. Advisory Powers**

- To conduct all matters relating to the establishment, recruitment and appointment and terms and conditions of employment for all staff
- To regularly benchmark staff pay and terms and conditions to sector standards
- To establish and regularly review personnel policies and procedures including staff appraisal
- To progress the sector's initiative of Civility and Respect and work to embed within the Council's ethos
- To annually review staffing levels
- To determine staffing and training budgets for consideration at budget setting
- To conduct the Clerk's appraisal upon a resolution from Council
- To convene grievance, disciplinary and appeals Committees
- To conduct and advise on matters relating to the conclusion of a member of staff's employment

## **6. Delegated Powers**

- To determine and monitor appointment procedures
- To receive annual reports on staff appraisals
- To determine a system showing which members of the Parish Council would be able to sit on staffing grievance, disciplinary and appeal panels should the need arise
- To ensure that all staff undertake an effective induction programme
- To establish a programme of training for Councillors and staff such as will encourage professional advancement and effective decision making throughout the Council's activities
- To ensure that all Members of the Personnel Committee are aware of and understand their responsibilities regarding staffing matters
- To assess and review training needs and requests for Councillors and staff
- To manage the training budget for Councillors and staff