

Trowse with Newton Parish Council Personnel Committee – Terms of Reference

Members:

1. Membership shall comprise of three members.
2. Membership of the Committee is re-established at the annual meeting of the Council.
3. The Chair of the Committee is re-established at the annual meeting of the Council.
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 HR policies. Otherwise meetings will be convened as and when necessary by the Parish Clerk, e.g. to deal with grievance or disciplinary matters, in line with the Staff Handbook; to recruit to staff vacancies; to deal with other emerging personnel issues.

Delegated Powers:

General:

Members will be advised by the Parish Clerk whether or not a particular item under discussion is within the Committee's delegated powers. If it is within delegated powers, then 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.

Specific Delegated Powers:

1. To review staffing structures and levels and to make recommendations to the Council.
2. To agree two members to undertake annual appraisals with all staff.
3. To agree and review annually contracts of employment, job descriptions and person specifications for staff.
4. To review staff salaries and terms of conditions and make recommendations to Council.
5. To appoint from its membership a recruitment panel when necessary and recommend appointments to the Council. Recruitment panels will normally include three members in the case of appointment to the Parish Clerk or RFO posts; and two members of the Committee plus the Clerk for other posts.
6. To appoint from its membership three members to act as a disciplinary panel as set out in the Staff Handbook and as an appeals panel in the case of any appeal against disciplinary action taken by the Parish Clerk.
7. To appoint from its membership three members to hear any formal grievance made by the Parish Clerk and any appeal by other staff against the outcome of a grievance investigation undertaken by the Parish Clerk.
8. To review health and safety at work policies and risk assessments for all Council employees.
9. To review all Council policies that relate to staff employment on an annual basis.