



GREAT BENTLEY PARISH COUNCIL

PERSONNEL COMMITTEE TERMS OF REFERENCE

Membership

1. The Committee will usually be made up of four Parish Councillors.
2. The Chair of the Council will automatically be a member unless otherwise excluded.
3. Membership will be approved annually at the AGM of the parish council from existing Council members.
4. To be quorate, at least three members must be present.

Meetings

1. Members will meet on an ad hoc basis, but no less than three times per year.
2. Meetings will be in public unless the confidential nature of business requires them to be private. Non-member councillors and members of the public may therefore attend and speak at meetings unless the issues being considered are deemed to be confidential.
3. Agenda notices will be circulated and displayed in accordance with the statutory rules, with the exception of confidential items.
4. The meetings will be minuted by the Clerk to the Council and the minutes made available on the Parish Council website, depending on the confidentiality of the issues discussed.
5. The minutes of the meetings will be approved at the next meeting of the Committee. If the committee does not meet before the next full Council meeting the draft minutes will be presented at the full Council meeting. The draft minutes will be published on the Council's website as soon as possible after the meeting and always within 10 working days.

Voting

1. Only members of the Committee may vote and participate at a meeting.
2. In the case of an equal vote the Chair can exercise their casting vote.

Functions

The main function of the Committee is to ensure that a culture exists within the Council which nurtures productivity, treats staff equally and with respect, values diversity and supports staff to give their best, including through suitable training, development and management as well as reviewing and making recommendations on the staffing structure when needed.

Other functions of the Committee include the following:

1. To consider levels of staffing and make recommendations to the Council; thereafter to implement decisions to recruit in accordance with current guidance from NALC.
2. To consider current contracts and conditions of employment and ensure that they follow the current guidance from NALC.

3. To draft/review employment policies and ensure they are kept up to date. These include: Health and Safety; staff absence/sickness; equality and diversity; grievance/disciplinary procedures
4. To undertake the annual appraisal review of the Clerk/s to the Council and the Responsible Finance Officer (RFO); and implement appropriate changes after consultation with the relevant staff member/s.
5. To consider training needs that arise from staff appraisals and other initiatives.
6. To review salaries in accordance with current contracts and guidance from NALC and make recommendations to the Finance Committee.
7. To appoint permanent staff and agree hours/pay within the staffing budget.
8. To complete pre-employment checks such as right to work and references.
9. To appoint temporary staff and agree hours/pay within the staffing budget.
10. To carry out initial personnel investigations and request relevant supporting documents and evidence when and where appropriate.
11. To deal with any staff disciplinary/grievances in accordance with the relevant procedures.
12. To oversee any process leading to recruitment or dismissal of staff including redundancy.

Delegated Powers

The Committee holds delegated powers to deal with all personnel, employment and recruitment issues with reports and recommendations made to the Parish Council as necessary. In cases of emergency that will not wait until the next council meeting, the committee has full powers to act on behalf of the Council.

Undertakings

All members of the Personnel Committee must agree to abide by the Parish Council Code of Conduct, Standing Orders and any other Council regulations and policies.

May 2022

Updated July 2023