Great Tey Parish Council

Personnel Committee Terms of Reference

Name of Committee:
Personnel Committee

Membership:
Two members of the council

Purpose:
To meet legislative requirements and ensure good governance. The committee is responsible for reviewing all personnel matters and serving as the first contact for employment-related issues.

1. Membership and Appointment

The membership of the Personnel Committee will be determined upon its formation and reappointed annually at the Annual Council Meeting. The Chair will be appointed yearly after the Annual Council meeting, usually in May. Currently approved members are:

- Councillor
- Councillor
- Councillor

2. Meetings

Meetings will be convened as needed and may be called by the Chair, two members of the Personnel Committee, or the Clerk.

3. Public and Press Exclusion

Meetings will not commence until a decision is made to exclude the press and public, or meetings may be held at separate times without the public present.

4. Minutes

Minutes of each meeting will be presented at the next Parish Council meeting.

5. Temporary Vacancies

The committee may co-opt members to fill temporary vacancies.

6. Specialist Advisors

The Committee may invite professional officers or advisors to attend meetings to provide expert guidance.

7. Clerk's Role

The Clerk of the Council will typically support the committee. However, guidance may be sought from EALC regarding appropriateness.

8. Chairman of the Council

The Chairman of the Council will not be a member of the committee, allowing them to chair an appeal meeting if necessary. However, they may attend committee meetings as an observer.

9. Committee Membership

Only members of the Parish Council may be members of the Personnel Committee.

10. Attendance

Only committee members and the Chair (as an observer) may attend meetings unless explicitly summoned.

11. Quorum

The quorum for meetings shall be two (2).

12. Code of Conduct

The Parish Council's Code of Conduct and related regulations apply to the Personnel Committee.

13. Conflict of Interest

Council members involved in a matter under discussion will not sit on the committee for that particular issue.

Responsibilities and Powers:

1. Recruitment and Appointment of Personnel

The committee has delegated authority for the selection, recruitment, and appointment of Parish Council personnel, subject to full Council ratification. This includes advertising posts, recommending salary scales, and preparing employment contracts.

2. Preparation of Contracts and Policies

The committee will prepare employment contracts, policies, procedures, and related documentation, following best practices and NALC guidelines, and submit these for full Council approval.

3. Performance Appraisals

The committee will manage personnel performance appraisals, with formal appraisals held at least three times annually, alongside more frequent informal meetings with the Chair of the committee. The committee is empowered to set targets, resolve matters, and recommend any salary adjustments to the full Council.

4. Terms and Conditions

The committee has delegated authority to agree, monitor, and amend terms and conditions of employment for personnel, subject to ratification by the full Council.

5. Personnel Policies

The committee will review personnel policies related to sickness, absence, grievance, equalities, discipline, health and safety, lone working, and training programs. Any changes or recommendations will be submitted to the full Council for approval.

6. Disciplinary Matters

The committee will hear and resolve allegations of disciplinary breaches by personnel.

7. Grievance Procedures

The committee will hear and resolve grievances raised by personnel.

Review of Policy:

- This policy will be reviewed annually or sooner if significant changes occur, such as legislative amendments or changes in the Council's operational activities.
- Any updates to the policy will be communicated to all staff, volunteers, and Councillors.