

	PERSONNEL COMMITTEE TERMS OF REFERENCE		
	Reviewed: Date	Adopted by Full Council: Date	Review By: Date

Committee Purpose

The Personnel Committee is a Committee of the Parish Council and Council Standing Orders will apply to its work. The Committee is established to oversee all matters relating to the employment and welfare of Parish Council and Village Hall Charity Trust employees.

Committee Membership:

Membership of the Committee shall be four Councillors and shall include the Chairman of the Parish Council, the Vice Chairman of the Council, the Chairman of the Village Hall Committee and one other authorised Councillor. The Parish Clerk (as the Proper Officer) will attend meetings unless the matter at hand concerns the Clerk's employment. Members of the Personnel Committee will undertake appropriate training in matters of employment law.

Membership of the Personnel Committee will be reviewed annually.

Committee Role

The Committee will consider all matters relating to the appointment, employment, remuneration, welfare, disciplinary and grievance matters of all Parish Council and Village Hall staff in accordance with the NALC document "Being a Good Employer", including the composition and placing of job adverts, undertaking any applicant short-listing process and conducting interviews. A non-Council "task expert or advisor" may also be included on an interview panel at the discretion of the Chairman.

The Committee will act as a Personnel Disciplinary or Grievance Sub-Committee as required. The Chairman will ensure that Councillors hearing a disciplinary or grievance matter are not personally involved in the relevant issue or in its investigation. In general, the Vice Chairman of the Council will lead a Disciplinary Committee and the Chairman of the Council any Appeals Committee. The Chairman will ensure that disciplinary/grievance and appeals procedures are heard by different Councillors. To ensure this, other members of the Parish Council who are not members of the Personnel Committee may be required to partake in these procedures.

The Council will seek advice from SALC and/or outside professional bodies when disputes arise between the employer and employees.

The Committee will ensure that all new employees receive a written Contract of Employment and a Job Requirement based upon the essential outputs related to their staff role.

The Committee shall have delegated power, through the Parish Clerk, to incur expenditure within approved budgets for staff training and development.

Meetings

A minimum of one meeting per year is to be held to:

- Review all Staff Contracts; Job Requirements and Terms and Conditions;
- Review associated Personnel policies;
- Review staff remuneration; advice being provided to the Responsible Financial Officer/Village Hall Treasurer for budgetary purposes;

Other meetings will be held as required. Any changes to the overall number of employees will be subject to approval by the full Council.

Owing to the confidential nature of Personnel issues, the public and press will not be permitted to attend Personnel Committee meetings. The Chairman will ensure that appropriate minutes are taken at such meetings and will make necessary reports to the full Council.

Committee General Responsibilities

The Committee is responsible for ensuring that:

- The Council is applying current employment legislation;
- Health and safety checks are carried out for all staff related to their jobs;
- Staffing levels are appropriate to the work of the Council.
- Staff working conditions are acceptable and appropriate pastoral care is provided;
- Staff are confident in procedures followed by the Council for all matters related to their employment including disciplinary matters or grievance appeals;
- Staff receive an annual appraisal; this will include identifying any development and training needs.
- Submission of items, within the Personnel remit, for inclusion in the Council/Trust budget each year.

Staff Induction Probationary Periods

Staff probation periods will generally last for six months from commencement of employment. During this period, staff will be given necessary induction training and assessed in their role. Induction training will involve Line Managers. Staff will receive necessary and Health and Safety information about their work and workplace in addition to other personnel related policies. The Committee will co-ordinate the induction of a new Parish Clerk. The Chairman of the Personnel Committee will sign off successful completion of probation periods in consultation with Line Managers.

Relevant Personnel Policies

The Committee will be responsible for devising, updating and arranging adoption of the following associated policies:

- Discipline;
- Grievance;
- Equality and Diversity;
- Health and Safety;
- Bullying and Harassment/dignity at work;
- Sickness;
- Family Friendly policies including maternity, paternity, adoption, parental leave, special leave and flexible working;
- Computer, e-mail, internet and telephone use;
- Expenses;
- Data Protection and Freedom of Information;
- Use of Council property, conflicts of interest and ethics.