

Personnel Sub-Committee Terms of Reference

Membership:

1. Membership shall comprise of three members.
2. The Sub-Committee shall elect a Chairman for each civic year.
3. Co-opted members may join the Sub-Committee during the year if authorised by the Finance and General Purposes Committee.
4. Three members of the Sub-Committee shall constitute a quorum for meetings.

The Sub-Committee to have the following delegated powers:

General:

The Parish Clerk will advise members whether or not a particular item under discussion is within the Sub-Committee's delegated powers. If it is within delegated powers, the 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 Finance and General Purposes Committee for decision when seeking approval and adoption of the Sub-Committee minutes.

Specific Delegated Powers:

1. To Interview to appoint Office staff to the Parish Council and to review staffing structures and levels and make recommendations to the Finance and General Purposes Committee.
2. To agree and review contracts of employment, job descriptions and specifications for staff and to carry out Annual Performance Appraisal of the Clerk -.
 - (i) The Clerk to complete the employee part of the form and send to the Personnel Sub-Committee members to review for their comments.
 - (ii) The Clerk and the Personnel Sub-Committee to meet and consider and review all the comments from employer and employee and then complete the final comments of the form.
 - (iii) Subject to satisfactory signing off of the appraisal form, all members will then be able to review the completed form.
 - (iv) An appeal can then be heard (by other non-members of the Personnel Sub-Committee) if the Personnel Sub-Committee and Clerk disagree.
3. To manage a process to receive a grievance and to issue a disciplinary notice in respect of employees of the Council.
4. To appoint from the full council 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 and to deal with any other personnel issues.

5. To appoint from its membership a recruitment panel when necessary and recommend appointments to the Finance and General Purposes Committee. Recruitment panels will normally include three members in the case of appointment to the Parish Clerk or RFO posts; and one member of the Sub-Committee plus the Clerk for all other office posts.
6. To review health and safety at work for all Council employees.
7. To review policies/procedure on Employment Law.
8. To ensure the Council complies with all legislative requirements relating to the employment of staff.
9. These terms of reference together with office staff contracts and job descriptions and HR policies to be reviewed annually for recommendation to a meeting of the Finance and General Purposes Committee prior to the Annual Parish Council meeting. Otherwise meetings will be convened as and when necessary, e.g. to deal with grievance or disciplinary matters; to recruit to staff vacancies; or to deal with other emerging personnel issues.
10. The Personnel Sub-Committee to carry out other personnel duties as/when agreed by the Finance and General Purposes Committee.
11. The Personnel Sub-Committee to contribute towards the content of the Finance and General Purposes Committee's Annual Parish Meeting Report.

Working Groups, Sub-Committees and Advisers:

The Sub-Committee is authorised to appoint advisers as and when necessary to assist in its work. Advisers will neither propose motions nor vote at any meeting.