



## **TERMS OF REFERENCE - PERSONNEL COMMITTEE**

### **1. PURPOSE**

- 1.1 To facilitate the discharge of the Council's responsibilities as an employer.
- 1.2 To make recommendations on such matters to Full Council.
- 1.3 To undertake matters appertaining to personnel as directed by Full Council.
- 1.4 To critically review, on an annual basis, all aspects of staffing levels and remuneration.

### **2. MEMBERSHIP**

- 2.1 The Committee shall comprise of **FOUR COUNCILLORS** who will be elected at a Full Council meeting and thereafter annually at the AGM of Full Council. The four councillors would normally include the Chairman and Vice-Chairman of Full Council. (See item 2.3).
- 2.2 The **QUORUM** of the Committee shall be **THREE COUNCILLORS**.
- 2.3 The Committee shall appoint a **CHAIRMAN** as the first item of business at its first meeting. Thereafter, the Chairman will be elected at the first meeting following the AGM of Full Council. The Chairman of the Personnel Committee shall **NOT** be the Chairman or Vice-Chairman of Full Council (in that either or both may be required to chair tribunals, appeals meetings etc.)

### **3. MEETINGS**

- 3.1 Meetings will take place as required. At least one meeting shall be called annually to deal with conditions of service, performance appraisals and pay scales, remuneration etc.
- 3.2 The Committee shall be convened by the calling of a meeting by the **CLERK** as directed by the **CHAIRMAN** of the Full Council, or by a decision taken by a properly constituted meeting of Full Council.
- 3.2 Once properly convened and the appropriate resolution passed **ALL BUSINESS OF THE COMMITTEE SHALL BE CONDUCTED IN CLOSED SESSION AND ALL MATTERS RESOLVED SHALL REMAIN CONFIDENTIAL** (other than legitimate access to specified councillors and representatives of employees where appropriate.)



#### **4. COMMITTEE SERVICES**

- 4.1 The Committee shall be serviced by the ASSISTANT CLERK / RESPONSIBLE FINANCE OFFICER.
- 4.2 The Responsible Finance Officer will advise the Committee on matters appertaining to nationally agreed pay scales, incremental points related to qualifications, annual increments and pay awards etc.
- 4.3 The Responsible Finance Officer will also advise Committee with regard to remuneration advice from NALC, SALC and the ASSOCIATION OF LOCAL GOVERNMENT OFFICERS.
- 4.4 The ASSISTANT CLERK will present minutes of committee meetings to the closed session of the next available meeting of Full Council.

#### **5. VOTING**

- 5.1 Each member of the Committee shall have a single vote, save for the Chairman of the Committee, who shall have an additional casting vote if required.

#### **6. ROLES AND RESPONSIBILITIES**

- 6.1 To conduct a review of the overall staff structure of the Council, the number and type of persons employed by the Council and staffing hours related to specific job roles required for the efficient running of the Council alongside staffing costs to ensure the workforce is able to meet the needs and ambitions of the Council.
- 6.2 To set hours of operation / availability to public enquiries and report to Full Council.
- 6.3 To review and update annually, all documents related to employees including employment contracts, processes for appraisal and levels of remuneration. To recommend to Full Council any proposed changes.
- 6.4 To ensure annual appraisals of staff are undertaken and to inform council that these have been conducted. The Personnel Committee will appoint an appraiser from the Personnel Committee for each employee. The outcome of an appraisal will be reported back to the Personnel Committee who will then decide on an Action Plan for that member of staff. The Action Plan will have specific targets and a clear time frame for a Review. The Review will be carried out by a different member of the Personnel Committee to that which conducted the original appraisal. The findings of the Review will be reported back to the Personnel Committee who will then decide on any (or no) further action and, should it be necessary, report findings to Full Council. It is noted that the performance of an employee as recorded at the conclusion of the annual appraisal process will be considered with regard to remuneration viz-a-viz incremental points on the salary spine.
- 6.5 To deal with all aspects of staff attendance. This includes holiday arrangements, “days off in lieu”, absences related to health and for unplanned “emergencies”. The Personnel Committee is disposed to agree to emergency “Work From Home” occasions providing the employee is able to demonstrate no alternative and that permission is sought from the Chair or Vice-Chair on a case-by-case basis.



# Parish Council

## Rushmere St Andrew

[www.rushmerestandrew.onesuffolk.net](http://www.rushmerestandrew.onesuffolk.net)

- 6.6 To deal with grievance and disciplinary action concerning employees. Two members of the Personnel Committee will form a Panel who will conduct investigations into any allegations, complaints or disciplinary matters raised by an employee. The Panel members will report their findings to the Committee. The Personnel Committee will then make appropriate recommendations to Full Council. Recommendations may range from verbal and / or written warnings to the proposal for dismissal. The latter situation would not prevail until Full Council and the employee concerned have had access to full legal representation.
- 6.7 To manage all elements of the recruitment of staff. This includes advertising a vacancy, vetting applicants declared qualifications and previous experience, calling candidates for, and conducting interviews and recommending appointments to Full Council. The Personnel Committee will manage a probationary period of 13 weeks for an incoming employee and recommend accordingly to Full Council.
- 6.8 To obtain and manage Emergency Contacts of employees as a welfare requirement whilst at work and also in case of an unexpected / unexplained absence particularly if uncontactable by normal communications.
- 6.9 To manage the Induction of new employees. This will include (but is not an exhaustive list), health and safety, workings of and equipment in the Parish Office, managing committees, relationships with suppliers, other councils, meeting all councillors and understanding the parish in terms of environment, demographics etc.
- 6.10 To manage training for all employees. This will include training through approved and accredited schemes either on-line or face-to-face. Ensure that training is linked to appraisal and performance management. The Personnel Committee will recommend to Full Council training plans and costs involved. Full Council will set an annual training budget.
- 6.11 To undertake any other work appertaining to employees as authorised by Full Council.