

Skidby Parish Council

Personnel Committee - Terms of Reference

Membership

Four members of the Council
Plus Chairman and Vice Chairman as ex-officio members

Purpose

To make recommendations to Council on staffing matters
To ensure compliance with relevant legislation
To develop appropriate policies and procedures

Conditions

1. Membership of the Committee to be decided upon its creation and the membership of the committee to be re-appointed at the Annual Council Meeting.
2. Meetings to be convened on a bi-annual basis within the requirements of the Local Government Act 1972, Schedule 12, para 10 and the Public Bodies (Admission to meetings).
3. Meetings may exclude the press and public.
4. Minutes to be presented to the next meeting of the parish council.
5. The committee may co-opt to fill temporary vacancies.
6. The Committee is empowered to invite specialist professional officers or advisors to attend meetings to provide guidance as to matters under discussion.

Restrictions

1. Only Members of the parish council may be members of the Committee.
2. Only members of the committee may speak at committee meetings other than by the resolution of the committee or if specifically summoned.
3. The quorum shall be three (3).
4. The Parish Council's Code of Conduct and attendant regulations apply to this committee.
5. The committee may only make recommendations to council.

Responsibilities

1. To be responsible for ensuring compliance with the legal framework and good practice in employment matters.
2. To develop, monitor and review appropriate employment protocols and procedures.
3. To be responsible for staff recruitment and appointment.
4. To confirm individual Contracts of Employment and all terms and conditions.
5. To keep under review staff working conditions and health and safety matters.
6. To make arrangements for regular objective review of the Clerk's performance by this committee and take necessary action.
7. To decide upon annual salary awards.
8. To monitor and address regular or sustained staff absence.
9. To appoint a member of the committee to seek advice for the council in the event of a dispute between the Council and the Clerk.
10. To consider matters arising from the application of the Council's Disciplinary and Grievance Procedures and take all necessary action.
11. As and when required under the Council's Disciplinary and Grievance Procedures, to appoint an Appeals Panel, whose members will not be members of the Personnel Committee, and appoint the Chairman of the Appeals Panel who will initiate an Appeals Panel Meeting.
12. To consider recommendations from the Appeal Panel and take necessary actions.