

Members are requested to:

- NOTE this report
- CONSIDER the formation of a Personnel Sub-Committee
- CONSIDER the Draft Terms of Reference

Under Section 4 of the Council's adopted Standing Orders, the Council may appoint a sub-committee.

Personnel Sub-Committee Terms of Reference

- a) The Personnel Committee is appointed to make recommendations to the Parish Council regarding all staffing matters, subject to budget and expenditure limits. Legal responsibility for the decisions and actions of the Committee remains with the Parish Council.
- b) The Committee will comprise a minimum of four Members, each of whom will be a Councillor.
- c) The Chairman and Vice-Chairman of the Council will have automatic membership, all Members of the Sub-Committee will have full voting rights.
- d) All other Members of the Parish Council have the right to attend a meeting and make representations on the matters being discussed however only Sub-Committee Members have the right to vote.
- e) The quorum will be three Councillors.
- f) Any elected Committee Member can preside, by agreement, in the absence of a Chairman
- g) Appointment of members to the Committee after initial formation will normally take place at the Annual Meeting of the Council and remain in effect until the next Annual Meeting.
- h) A Chairman will be elected annually by the Committee at its first meeting.
- i) The Sub-Committee will meet as required to fulfil its responsibilities
- j) The public and press will be excluded from meetings if their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Exclusion will be by a resolution giving reasons for that exclusion.
- k) Reporting to the Parish Council will be by circulation of minutes to all Councillors and acknowledgement of this at the next meeting of the Parish Council.
- l) The Parish Clerk will be responsible for the recording and distribution of minutes.
- m) The Sub-Committee Chairman will be the line manager to the Parish Clerk.
- n) All Members must preserve confidentiality for all individual staffing matters pertaining to the business of the Sub-Committee as well as adhering to the General Data Protection Regulations.

The Sub-Committee has delegated authority from the Parish Council to fulfil the following responsibilities, roles and functions, making recommendations to the Parish Council as appropriate to:

- ensure that suitable HR arrangements and insurances have been established and reviewed
- oversee the recruitment and appointment of staff
- consider and make relevant recommendations on appointment, terms and contractual matters
to the Parish Council for all staff (including job descriptions)
- carry out annual reviews of relevant policies and make recommendations to the Parish Council.

- establish and review the salary pay scale reference points.
- establish and review the performance management system (including annual appraisals)
- establish a training and development policy for Councillors and Staff.
- maintain overview of the Parish Council's Health & Safety obligations and ensure that there are relevantly trained Council staff to carry out annual and specific risk assessments and address Health and Safety issues across the Parish Council's assets.
- allocate and manage the training, meetings and conferences section of the budget or up to £250 per item as long as that payment does not exceed the maximum amount of the budget. Payments exceeding this amount require authorisation from the Parish Council.
- allocate a maximum delegation level to the Committee Chairman and Parish Clerk in order to organise training, when training cannot be planned in advance.
- organise staff appraisals, which will be carried out by the Committee Chairman and the Parish Clerk, with the exception of the Parish Clerk, whose appraisal will be carried out by the Deputy Chairman of the Council and the Committee Chairman.
- keep under review staff working conditions and health and safety matters
- ensure that the Council complies with all legislative requirements relating to the employment of staff.
- consider and action grievance or disciplinary matters in accordance with the Parish Council's grievance or disciplinary policies
- oversee any process leading to recruitment or dismissal of staff including redundancy (dismissal of staff is a decision of Parish Council unless delegated by a resolution in individual instances).

Recommendation

Members to:

- NOTE this report and the verbal update from Councillor Allsop
- CONSIDER the forming of a Personnel Sub Committee
- CONSIDER the Terms of Reference
- CONSIDER the nomination of Councillor Westwood (for financial input)
- NOTE that Standing Orders may require amendments to refer to the Sub-Committee

Tina Jones
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