

# Walford Parish Council

## Terms of reference

### Personnel Committee

#### Delegated powers

The Personnel Committee has delegated powers to take responsibility for all staff matters.

#### Structure

- 1) The Committee will comprise of five members, including the Chairman of the Council.
- 2) The Committee will appoint its own Chairman who will not be the Chairman of the Council.
- 3) The quorum of the committee shall be three members.
- 4) Non-councillors may not be co-opted onto the committee.
- 5) The Personnel Committee will meet at least twice a year – in March to discuss pay changes and in October to discuss budgets for the following year.
- 6) The Chairman of the Committee may call other meetings if the need arises.

#### Roles and functions

- 1) Undertake line management responsibility for the Clerk as the most senior officer of the council, including
  - a) Carrying out the Clerk's appraisals
  - b) Review and approve salary changes in accordance with NJC pay scales
  - c) To issue, vary and terminate employment contracts.
  - d) To take responsibility for general staff matters e.g. health and safety matters, implementing equalities/diversity or dignity at work policies, to handle recruitment matters.
  - e) To deal with the two stages of any statutory disciplinary action (instigated by the employer) or grievance action brought by employees.
  - f) Receive and approve holiday requests
  - g) Review absences through sickness
- 2) To arrange appropriate training for councillors and employees.
- 3) To implement and monitor a performance management system for staff and councillors
- 4) To report on decisions made to the Full Council.

#### General

- 1) Committee members will abide by the Standing Orders and Code of Conduct adopted by the Parish Council.
- 2) Significant parts of meetings will be closed to the public. Discussion of matters involving the Clerk and other employees is confidential. On occasion, this might mean that the entire meeting is in closed session.

#### Document control

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