

## **Layer de la Haye Parish Council**

### **Personnel Committee - Terms of Reference**

#### **1. PURPOSE**

- 1.1 To facilitate the discharge of Council responsibilities as an employer and make recommendations on such matters to the full Council.
- 1.2 To review all personnel procedures, be the first contact for all employee and employer matters, advise full Council accordingly on such matters and act on its instructions when called upon.
- 1.3 To undertake specific tasks as delegated by full Council under Standing Orders.

#### **2. MEMBERSHIP**

- 2.1 The committee shall comprise a minimum of four councillors and one substitute councillor who will be elected at the annual meeting of Council and subsequent Council meetings if the need arises.
- 2.2 The quorum of the committee will be three.
- 2.3 The committee shall appoint its chair annually as the first item of business at its first meeting following the annual meeting of the Council in May.

#### **3. MEETINGS**

- 3.1 Meetings will take place as required but at least once annually to review staff conditions and pay scales.
- 3.2 The committee shall be convened by the calling of a meeting by the clerk as directed, or by the chair or two members of the committee by written request to the chair at any time.
- 3.3 Once properly convened and the appropriate resolution passed, all business of the committee shall be conducted in closed session and shall remain confidential, other than to other members of the Council should they have legitimate need to have access to this information and who will also respect the confidential nature of such information, and the representative of employees where appropriate.

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

- 4.1 The committee will be serviced by the clerk.
- 4.2 Notes of meetings shall be presented to full Council in closed session, at the earliest opportunity, and formally approved at the next meeting of the committee. It is essential any recommendations are fully understood and agreed before the meeting closes.

#### **5. VOTING**

Each member shall have a single vote, apart from the chair who will have, in addition, a casting vote.

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

- 6.1 To review, and update annually where necessary, all documents relating to employees including employment contracts and staff handbook. This will be conducted in conjunction with the clerk and recommended to full Council for a formal resolution to accept any changes.
- 6.2 To conduct and be responsible for all grievance and disciplinary action within the Council. The committee will appoint two members to conduct informal investigatory meetings into any complaints or disciplinary matters that are raised concerning an employee. They will report their findings to the whole committee.

The committee will appoint a panel of three members when it is formed in May. The purpose of this panel will be to conduct formal discipline and grievance hearings with any employee of the Council, when needed. The panel will also decide the outcome of the meeting and inform the personnel committee of their decision.

If an employee believes a member of this panel lacks impartiality to conduct their hearing, the committee will make all reasonable efforts to appoint an alternative member, who is considered to be impartial, within the resources available to the Council.

Appeals will be conducted by a separate panel of three councillors drawn from full Council, and will be appointed in May of each year.

- 6.3 To investigate any health or attendance issue concerning employees of the Council. The committee has a budget of £200 to arrange for medical assessments and reports by either an independent occupational health provider, or an employee's own doctor, to enable this investigation to be conducted.

The committee will be responsible for full implementation of Council capability procedures relating to employee health and attendance at work. This includes the ability to recommend and implement reasonable adjustments to accommodate an employee's needs. The committee will have a budget of £200 to pay for any necessary adjustments.

- 6.4 To ensure annual appraisals of staff are undertaken and to inform full Council that they have been conducted. The committee will appoint a panel of two members to conduct the clerk's appraisal. The clerk will conduct subordinate appraisals. The outcome and associated action plan will be reported back to the committee. The committee will hold a budget of £200 per quarter to cover the cost of resultant action plans, including training costs.
- 6.5 To manage all elements of recruitment to the post of clerk. Subordinate posts will be managed by the clerk. The committee will be responsible for advertising the vacancy, short listing applicants, conducting interviews, and deciding the outcome of the recruitment process. The committee has a budget of £200 to enable it to conduct these activities.
- 6.6 To ensure the necessary policies and procedures are addressed in accordance with relevant legal requirements, and the outcome of any discussions on employment matters are fully reported to full Council to consider appropriate action.
- 6.7 To approve the clerk's holiday requests.
- 6.8 To manage the overtime budget of £250 per quarter, and agree any additional hours to be worked within the financial constraints of that budget.
- 6.9 To conduct an annual review of the overall staff structure of the Council, the number and type of employees employed by the Council and salary costs, to ensure that the workforce is able to meet the needs and ambitions of the Council.
- 6.10 To undertake any other work authorised by full Council.