

# Sandon Parish Council Personnel Committee

## Members

Main Committee	Cllr James Colbeck Chair Cllr Alan Kalbfell Cllr Cedric Calmeyer
Sub Committee	Cllr Dee Hyatt Cllr Martin Cross Cllr Vic Trew

## Terms of Reference

**Reports to:** Monthly meetings of SPC.

**Authorised by:** Resolution in Minute 060221 (h) of meeting held on 8<sup>th</sup> February 2021.

**Authority to:** Organise itself in accordance with SPC Standing Orders and/or form or dissolve such sub-committees and/or work groups as are deemed necessary or desirable by the Committee as well as engage such consultants as are necessary pursuant to authorisation and budget from SPC.

**Membership:** Membership of the Committee is to be a minimum of six Councillors (minimum of three to actively deal with day to day matters (the Main Committee) and a minimum of three to be called on if a dispute arises (the Sub Committee)). The Chair and Vice Chair of the Committee will be elected annually by the members of the Committee at its first meeting after the Annual Parish Council meeting.

**Quorum:** Three Councillors.

**Meetings:** Meetings shall be convened by The Clerk at the request of the Chair or any two members of the Committee.

## Responsibilities

The Personnel Committee to provide oversight, direction, guidance and support for the work of the Council staff.

The Clerk should always seek external advice from the EALC and retained HR sources as and when needed. Generally, the Clerk is the named officer to approach such external bodies.

In matters connected with the Clerk's performance or management, the Personnel Committee will authorise the Chair to contact these bodies and to take on the responsibilities laid out within this document. If the Chair is not available, the Committee will nominate a member.

If any member of the staff is unhappy with the line management and feels they have to bypass the normal structure, they may request a meeting with the Chair and Vice Chair or, in their absence, two other members of the Committee. The outcome is to be taken to the next Committee meeting or an extra one called.

The Personnel Committee manage on behalf of the Council, advised as necessary by the Proper Officer, the following:

- Ensure that employment conditions of any employees or contracted workers fully recognise Health and Safety legislation as well as Standing Orders and Financial Regulations.
- Approving any overtime requirements within the Committee's budget.
- Ensuring the delivery of regular staff appraisals and noting and agreeing any actions and outcomes.
- Nominating a member to carry out the Clerk's appraisals and reporting any actions as above.
- Dealing with matters of individual or group discipline through the established management ranks, offering guidance and support to line management as appropriate.
- If the problems require disciplinary and grievance procedures, then these will be directed to the appropriate panel as per the adopted procedures.
- Carrying out regular review of the Council's employment policies, making recommendations to full Council for any alterations/amendments.
- Through the Clerk/RFO, the Committee will be aware of pay, NI, pension contributions and other related expenses, and ensure that legal requirements and recommendations are complied with.
- The Committee will forward details of resignations to full Council and will initiate filling the vacancy.
- Advertising for new staff, conducting interviews and making recommendations to the full Council.
- Contracts of employment for new staff members are agreed by the Personnel Committee.
- The Committee Chair and/or Vice Chair may approve the Clerk's annual leave and lieu time which should be recorded on the Parish Activities Planner
- Responsible oversight and guidance in the management of the budget allocated to personnel.
- It is recognised that some matters may be of a sensitive or confidential nature and require to be treated accordingly as permitted by Standing Orders.