



## STRADBROKE PARISH COUNCIL PERSONNEL COMMITTEE

### Terms of Reference

- A. The Personnel Committee is constituted to monitor all Parish Council staffing matters.
- B. The Committee will operate under the Council's standing orders.
- C. Membership: The committee shall consist of a minimum of 3 Parish Councillors
- D. The quorum shall be 3.
- E. The Chair of the Committee shall be approved by the full Council.
- F. The membership of the committee shall be reviewed annually at the Council's annual meeting unless the membership falls below the quorum.
- G. There will be a minimum of 2 meetings per year.
- H. The Clerk to the Council shall act as the Clerk of the Committee. The Clerk shall minute the proceedings and resolutions of all meetings of the Committee including recording the names of those present and in attendance

CONFIDENTIALITY: All members must preserve confidentiality of all individual staffing matters pertaining to the business of the Committee.

### Responsibilities:

The Committee will have delegated powers, to act on behalf of the Council, to deal with all personnel, employment and recruitment issues. The Parish Clerk will advise members whether or not a particular item under discussion is within the Committee's delegated powers. If it is within delegated powers, the minutes will record the decision as **RESOLVED**. If not, then the minutes will record the decision as **RECOMMENDED**, and it will then be brought to the attention of the Council for a decision when seeking approval and adoption of the Committee minutes.

### Specific Delegated Powers:

- 1. To review staffing structures and levels and make recommendations to the Council.
- 2. To agree and review when required contracts of employment, job descriptions and person specifications for staff.
- 3. To review staff salaries and terms of conditions and make recommendations to Council.
- 4. To appoint from its membership a recruitment panel when necessary and recommend appointments to Council.
- 5. Recruitment panels will normally:
  - I. include three members in the case of appointment to the Parish Clerk or RFO posts;
  - II. and one member of the Committee plus the Clerk for all other posts.
- 6. To review health and safety at work for all Council employees.
- 7. To review all Council policies that relate to staff employment on an annual basis.
- 8. To ensure the Council complies with all legislative requirements relating to the employment of staff.
- 9. To deal with any staff disciplinary matter in accordance with the Council's Disciplinary Policy.
- 10. To deal with any staff grievance in accordance with the Council's Grievance Policy.
- 11. The Committee will be responsible of reviewing and approving the following policies:
  - a. Dignity at Work Policy
  - b. Health & Safety Policy
  - c. Training & Development Policy
  - d. Equality & Diversity Policy