

Terms of Reference for the Personnel Committee

Reviewed 12.12.16

1. Constitution

- 1.1 The Personnel Committee is constituted as a Committee of Washington Parish Council.
- 1.2 The Committees Terms of Reference may be amended at any time by the Council.
- 1.3 The Committee may from time to time investigate, discuss or review matters outside its Terms of Reference if required to do so by the Council.

2. Authority

- 2.1 The Committee is authorised by the Council to manage any activity within its Terms of Reference.
- 2.2 The Committee is authorised by the Council to obtain external legal or other professional advice and to secure the attendance of anyone it considers has relevant experience, expertise or knowledge with the agreement of the Chairman of the Council and the Chairman of the Finance Committee.

3. Membership

- 3.1 Membership shall comprise of four members
- 3.2 The Chairman and Vice-Chairman are ex-officio members of the Committee and have the right to vote
- 3.3 Membership of the Committee is established at the annual meeting of the Council
- 3.4 The Committee shall elect a Chairman
- 3.5 Co-opted members may join the Committee during the year if authorised by Council.

4. Attendance at Meetings

- 4.1 Three members of the Committee shall constitute a quorum for meetings
- 4.2 Other Members of the Council shall have the right of attendance at meetings of the Committee but without the right to speak unless invited to do so by the Chairman, and not to vote.

5. Frequency of Meetings

- 5.1 One meeting will be held every year to review all staff contracts, job descriptions and HR policies. Otherwise meetings will be convened as and when necessary, eg. to deal with appraisals, grievance or disciplinary matters , to recruit to staff vacancies; or to deal with other emerging personnel issues

6. Confidentiality

- 6.1 All Members shall observe the confidentiality of matters held under the confidential section.

7. Responsibilities

- 7.1 To review staffing structures and levels
- 7.2 To agree and annually review contracts of employment, job descriptions and person specifications for staff.
- 7.3 To review staff salaries and terms and conditions and make recommendations to council
- 7.4 To act as a recruitment/termination panel when necessary. Recruitment panels will normally include three members in the case of appointment to the Parish Clerk or RFO posts; and one member of the committee plus the clerk for all other posts
- 7.5 To consider all official complaints received by the Parish Council. Where such a complaint is solely related to the behaviour of a member of staff, the Committee will refer the matter to Full Council at the next Full Council meeting for consideration in a closed meeting.
- 7.5 To act as a disciplinary panel as set out in the Council's disciplinary procedures
- 7.6 To act as a grievance panel for grievances made by the parish clerk or any other members of staff
- 7.7 To review health and safety at work for all council employees including risk assessments
- 7.8 To review all Council policies that relate to staff employment on an annual basis

8. Reporting Procedures

- 8.1 The unconfirmed minutes subject to the confirmation of the Chairman of the Committee shall normally be reported to the Council meeting following the Committee meeting, and considered at the next Committee Meeting.
- 8.2 Where the Chairman of the Committee considers this to be impractical the minutes shall be circulated to all members of the Council as soon as possible.

To be Adopted by Washington Parish Council on 08.05.17