

# **Malpas Parish Council**

## **Personnel Committee – Terms of Reference**

### **Purpose and Scope**

The Council Personnel Committee will be responsible for the following:

- All Human Resources, recruitment & employment issues
- All training and personal development issues for Cllrs and staff
- All complaints issues referred to the Complaints panel
- All disciplinary & grievance issues referred to the Disciplinary and/or Grievance panels
- All appeals arising out of such activities to ensure that the Council has sufficient staffing levels and competencies for both staff and members to be able to professionally discharge its functions to the benefit of all parishioners.

### **Membership**

- Any FIVE of the fourteen Councillors to be appointed at the Annual Council Meeting. Vacancies will be dealt with by Co-option from Council members applying and appointments to the Committee will be dependent on the experience and skills of the applicant.

The Committee may co-opt any person in an advisory capacity. This person(s) shall not be a voting member of the Committee.

- Disciplinary/Grievance/Complaints Panels - THREE members of the Committee not connected with the matter under discussion.
- Appeals Panel - THREE members of the Council not connected with the matter under discussion.
- The quorum for the Committee shall be THREE.

### **Minutes**

Minutes will be taken and open for inspection unless they contain information of a confidential nature.

### **Confidentiality**

All matters dealt with by the Personnel Committee will be held in the strictest confidence and members will also take into account the provisions of the Data Protection & Freedom of Information Acts when dealing with such matters. All members (whether committee members or not) must preserve this condition at all times, in line with the Code of Conduct.

### **Conditions**

The Council's Standing Orders & Code of Conduct will apply to all meetings and activities of the Committee and Disciplinary; Grievance; Complaints; Appeals panels as appropriate. The Committee will be appointed on an annual basis. The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Committee Chairman.

Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to Officers of the Council.

## **Meetings**

Committee – will meet as required.

Disciplinary; Grievance; Appeals panels – will meet as required.

Due to the confidential nature of the business that will be transacted all meetings and/or panel hearings will be held in private in pursuance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

- Committee members will receive an Agenda and supporting papers. Notice of meetings will be posted in accordance with all meetings of the Council.
- The Committee Chairman, if present shall preside at meetings. If the Committee Chairman is absent from a meeting, a committee member chosen by those present at the meeting shall preside.
- Only members of the Committee and/or Disciplinary; Grievance; Appeals panels may vote on Agenda items.
- Non committee members (in their capacity as councillor) and invited representatives may also be allowed to attend and speak on Agenda items only; provided that prior agreement by the Committee Chairman has been given.
- Non-members of the Committee are subject to the same rules as Committee members regarding confidentiality and the requirements of the Code of Conduct.

## **Powers Reserved for Full Council**

- Any decision to appoint, suspend and/or dismiss an employee can only be made by resolution of the Council following a report and/or recommendations made by the Personnel & Review Committee.
- All matters for which the approval of the Council itself is required by statute.

## **Delegated Powers**

- The committee has delegated powers to deal with all personnel, employment and personnel related complaints issues.
- All financial decisions must be made in accordance with the Council's Financial Regulations.

## **Specific Powers**

### **General**

- Ensure all the Council's obligations are met with regard to employment legislation
- To establish, review and approve procedures for recruitment & appointment of staff with the exception
- of the appointment of the Clerk, which must be approved by full council.
- To establish, review and approve all policies regarding personnel related matters.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence/overtime.
- To keep up to date records of actions and decisions and report these to the full council.
- To obtain advice & guidance regarding personnel related matters as and when required.
- To establish the Personnel & Review committee's terms of reference and present to full council annually, for review thereafter.
- Any other action as directed by the Council.

## **Recruitment, Training & Development**

- Advertise for, short list, interview and appoint staff as required to carry out the decisions and functions of the Council with the exception of the appointment of the Clerk, which must be approved by full council.
- To establish and review conditions & Contracts of employment to present to full council for approval.
- To establish and review job specifications to present to full council for approval.
- To establish and review Staff handbooks to present to full council for approval.
- To establish, review and recommend employee rates of pay to present to full council for approval.
- To establish and review evaluation of staff roles and to adjust work schedules accordingly.
- To establish and review a set of performance criteria for all staff employed by the Council to present to full council for approval.
- To ensure the Health & Safety of all staff and members involved in the work of the Council by providing appropriate workspaces, tools, equipment & training as appropriate.
- Identify training/development needs for all staff and members and provide solutions for same.

## **Disciplinary & Grievance**

- To establish, review and approve Disciplinary & Grievance policies for the management of Staff.
- To hear cases that have been referred to the Disciplinary and/or Grievance panel and to make determinations in accordance with the Council's Disciplinary & Grievance procedures.

## **Staff Appraisals**

All appraisals will be carried out as follows:

- The Clerk – Appraisal will be carried out by the Chairman and/or Vice-Chairman.

Completed appraisals will then be given to the Personnel & Review Committee for file.

## **Urgent matters**

Matters of an urgent nature that require settlement before the next meeting of the Committee may be dealt with by the Committee Chairman in conjunction with the Clerk and Chairman and/or Vice-Chairman.

Adopted on: 14<sup>th</sup> September 2020    Minute No: 420.1

Signed: RS      Reviewed: 2023

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