



# Kessingland Parish Council

## Terms of Reference for the Personnel Committee

### Governance

The Personnel Committee is appointed by and solely responsible to Kessingland Parish Council. The Committee's duties, as set out in these terms of reference, are defined and agreed by Full Council, which may vote, at any time, to modify, remove or increase the Committee's terms.

### Meetings

Meetings are to be held as and when required although there will be a minimum of two meetings per year.

### Membership

The Committee will consist of a minimum of five councillors and will elect a Chair and Vice-Chair as its first business at the first meeting subsequent to the Annual Meeting of the Council in each year. Any elected committee member can preside, by agreement, in the absence of a Chair. The quorum for the meeting will be three councillors. The Chair and Vice-Chair of the Council will have automatic membership and full voting rights.

All other members of the Council have the right to attend the meeting and make representations on the matters being discussed however only committee members have the right to vote.

### Record of Proceedings

The Committee will meet as required to fulfil the responsibilities below, including making decisions about relevant staffing matters, subject to budget and expenditure limits decided by the Finance Committee. Written minutes will be taken to record the Committee's decisions and will be received at the next full Council meeting and tabled as an appendix. The Clerk will be responsible for arranging the recording and distribution of the minutes.

### Responsibilities

The committee has delegated authority from the Council to fulfil the following responsibilities:

- Ensuring that a staffing framework and culture exists within the Council which nurtures productivity, treats staff equally and with respect, values diversity and supports staff to give their best, including through suitable training, development and management as well as reviewing and making recommendations on the staffing structure when needed.
- Ensuring that suitable HR arrangements and insurances have been reviewed and established.
- Drafting, implementing, reviewing, monitoring and revising employment policies and making related recommendations to the Council.
- Establishing and reviewing the salary pay scale reference points.
- Establishing and reviewing the performance management system (including annual appraisals) and the training and development policy for councillors and staff. Staff appraisals will be carried out by the Committee Chair and the Clerk, with the exception of the Clerk, whose appraisal will be carried out by the Deputy Chair of the Council and the Committee Chair.
- Allocate and manage the Training, Meetings and Conferences section of the budget or up to £500 per person, per item as long as that payment does not exceed the maximum amount of the budget. Payments exceeding this amount require authorisation from the Finance & Governance Committee for amounts up to and including £5,000 or Full Council itself for amounts over £5,000.
- Allocating a maximum delegation level to the Committee Chair and Clerk in order to book and organise training between committee meetings where training cannot be planned in advance and to receive notice of any training organised in this manner.
- Considering and making relevant recommendations on appointment, terms and contractual matters to the Council for all staffing.
- Oversee any process leading to recruitment or dismissal of staff including redundancy. (Actual recruitment and dismissal of staff is a decision of Full Council unless delegated by a resolution of Full Council in individual instances).
- Keeping under review staff working conditions and health and safety matters.
- Make recommendations on staffing-related expenditure to the Finance Committee particularly during budget preparations.
- To deal with any employee disciplinary matter in accordance with the Council's Disciplinary Procedures. Any investigation which could result in the dismissal of a member of staff must be referred to Full Council.
- To deal with any employee grievance in accordance with the Council's Grievance Procedure.
- Considering any appeal against a decision in respect of pay.

- Monitoring leave requests & absences and making recommendations to Council on salary reviews and terms via the Committee Chair in conjunction with the Clerk.
- The Committee Chair will be the line manager to the Clerk and the Clerk will be line manager to other council employees.
- Address regular or sustained staff absence in conjunction with the Clerk (unless the absences relate to the Clerk where it will be fully the committee's responsibility).
- To maintain overview of the Council's Health & Safety obligations and ensure that there are relevantly trained Council staff to carry out annual and specific risk assessments and address Health and Safety issues across the Council's assets.
- To review, in conjunction with the Clerk, any accidents which may occur in relation to Council assets and consider any actions which should be taken.
- To consider the environmental and climate change implications of committee decisions in regard to the Council's declaration of a Climate Emergency.

## Confidentiality

All Members must preserve confidentiality for all individual staffing matters pertaining to the business of the Committee as well as adhering to the Data Protection Act 1998 in the course of their duties.