



PINCHBECK PARISH COUNCIL

PERSONNEL COMMITTEE

TERMS OF REFERENCE

1. Purpose

- 1.1. To oversee all personnel-related procedures.
- 1.2. To offer support to all staff and registered volunteers and serve as a mediator in instances where issues or differences involving these personnel emerges.
- 1.3. To advise the full council on personnel matters and execute its instructions.

2. Composition

- 2.1. Appointed annually by the Parish Council, the committee shall consist of a minimum of five members of the Parish Council.
- 2.2. The committee will appoint its chair annually at the first meeting after the council's annual meeting in May.
- 2.3. Giving notice to the clerk, members may appoint a substitute councillor, if unable to attend a meeting.
- 2.4. A quorum requires the presence of three members.

3. Authority

- 3.1. The committee must seek full council approval before making decisions that incur expenditure.
- 3.2. The clerk, in collaboration with the committee chair or the council chair, may approve up to three hours of overtime weekly for each staff member. The clerk to notify full council at the next available opportunity.

4. Meetings

- 4.1. The committee will schedule dates for upcoming meetings. Alternatively, the committee chair, any two members of the committee, or the clerk via the chair, may call a meeting.
- 4.2. The clerk shall post proper notices of meetings with the correct period of notice given.
- 4.3. The committee will conduct all business in closed session, and it shall remain confidential.
- 4.4. The committee will designate a note-taker in the absence of the clerk.
- 4.5. The clerk will circulate and publish the minutes, excluding confidential information, within 30 days.
- 4.6. The clerk will keep secure any confidential notes which will be accessible to council members by appointment.

5. Responsibilities

- 5.1. Ensure compliance with employment and health & safety legislation and report any concerns to full council.
- 5.2. Oversee staff recruitment and selection, after receiving full council approval.
- 5.3. Ensure that new personnel receive an appropriate induction.
- 5.4. Conduct annual staff appraisals and report recommendations to full council.
- 5.5. Support personnel where necessary and address any concerns raised.
- 5.6. Ensure that all personnel and council members receive suitable training.
- 5.7. Recommend pay awards and other changes to employment terms and conditions, for approval by full council.
- 5.8. By the end of October each year, produce an annual salaries budget with the clerk, for submission to full council.
- 5.9. Set up procedures with the clerk for handling day-to-day matters such as absence reporting and holiday approval.
- 5.10. Conduct investigations into any personnel related complaints brought before the committee.

6. Review

- 6.1. Annually review and update grievance and disciplinary procedures.
- 6.2. Annually, check and assess employment contracts, staff policies and procedures.
- 6.3. Stay informed on employment law and seek expert advice as needed.

7. Reporting:

- 7.1. The committee shall report its activities and recommendations to the full council as required, in line with data protection laws.