



## PERSONNEL COMMITTEE TERMS OF REFERENCE

### 1. Membership

- a. The Personnel Committee will have three members, all members of the Council.
- b. The Chairman of the Parish Council will be appointed as ex officio member and two other members will be appointed.
- c. The Personnel Committee will appoint the Chairman of the Parish Council as its Chairman.
- d. Where a complaint is against member of the Personnel Committee that member shall temporarily stand down, whilst the investigation takes place, and another Councillor be appointed.
- e. The Personnel Committee will review its membership annually at the Annual Meeting of the Parish Council in May.

### 2. Meetings and Reporting

- a. The quorum will be three members.
- b. The Personnel Committee's minutes will be taken by a member of the Personnel Committee.
- c. The Personnel Committee will ratify its own minutes and then send these to full Council for information only.
- d. The Personnel Committee will follow the rules for convening its meetings as those applied to meetings of the full Council.

### 3. Responsibilities

- a. Line management of the Clerk (to include appraisals; meetings from time to time to discuss workload and conditions to ensure the council is exercising a duty of care for its employee).
- b. To take all action necessary to advertise, select and interview candidates and to make appointments within budgetary constraints.
- c. To consider and deal with grievance and disciplinary issues (unless dealt with by the Clerk).
- d. To be responsible for the development and training of staff to ensure that they have capacity to do their job.
- e. To determine the staffing levels necessary to efficiently discharge the work required by the council and to review the workloads periodically and report any recommendations for change to full council.
- f. To determine the pay and conditions of employment of employees and to review and update these as necessary to comply with the law and with good practice and to recommend such review and updates to full council for adoption.
- g. To ensure the Health and Safety of staff employed by providing appropriate, tools and equipment and to train staff as necessary to safeguard their health & safety at work.
- h. To undertake reviews of working practices and procedures of the Council with regard to individuals' performance and appointment matters and disciplinary matters when so requested and to make recommendations to full Council.

*Re-adopted at a meeting of Meppershall Parish Council on 15<sup>th</sup> May 2023*