

HORRABRIDGE PARISH COUNCIL

TERMS OF REFERENCE OF PERSONNEL COMMITTEE

The Personnel Committee is a Standing Committee of the Parish Council and its membership and terms of reference are reviewed at the Annual General Meeting of the Council.

The Committee is currently comprised of three Councillors and the Chair of the Committee is appointed by the Parish Council.

The quorum necessary for the transaction of any business shall be three. If the number of Councillors who are members of the Committee falls below the required quorum, then the meeting shall be adjourned and any business not transacted shall be transacted at either the next full Council meeting or at the next meeting of the Committee on such a day as the Chair may decide.

The Committee will meet at least annually and when otherwise necessary, to consider relevant employment issues.

The Parish Clerk will call a meeting of the Committee at such time as agreed by the Committee or the Committee Chair and publish the agenda and minutes, following standard council practice.

However, consideration of matters held to be exempt from publication under Schedule 12A of the Local Government Act 1972 will not be carried out in public, unless it is in the public interest to do so.

The Parish Council has delegated authority to the Personnel Committee to:

1. Approve the job description and person specification of the Parish Clerk and Responsible Finance Officer.
2. Approve the terms of the contract for the employment of the Parish Clerk and Responsible Finance Officer.
3. Subject to the overall revenue costs being contained from within the standard revenue budget applicable at the time of recruitment to the post, determine the range of salary scale points on the NJC scale for part time local clerks, from within which an offer of employment may be made by the Appointments Panel concerned
4. Unless the Parish Council has already done so, establish an Appointments Panel comprised of three Councillors, to approve a shortlist, interview candidates and make an appointment to any vacancy for a Parish Clerk and Responsible Finance Officer that has arisen.
5. Should the need arise, consider the requirement for any disciplinary action and, if appropriate, authorise the Chair of the Parish Council to issue a notice in writing to the Parish Clerk and Responsible Finance Officer giving details of the matter concerned.
6. Should the need arise, establish a Disciplinary Panel comprised of three Councillors, to hear in private any complaint arising from disciplinary action taken in respect of the Parish Clerk and Responsible Finance Officer.

7. Should the need arise, establish a Grievance Panel comprised of three Councillors, to hear in private any grievance arising from the employment of the Parish Clerk and Responsible Finance Officer and/or any disciplinary action taken.
8. Should the need arise, establish an Appeals Panel comprised of three Councillors, to hear in private any appeal arising from the actions of a Disciplinary Panel or a Grievance Panel.
9. To appoint a Councillor to act as a mentor to the Parish Clerk and Responsible Finance Officer during any probationary period of employment.
10. To carry out an annual appraisal of the performance of the Parish Clerk and Responsible Finance Officer and determine whether or not to approve the advancement of that officer to the next point/s on the NJC scale for part time local clerks
11. To carry out an annual review of staffing and ancillary costs and advise the Council so that they may be taken into account during the draft estimate process.
12. To consider reports from the Parish Clerk and Responsible Finance Officer on any developments in employment or health and safety legislation that may affect the operation of the Parish Council and to advise the Parish Council accordingly.
13. To determine the training and qualification needs of the Parish Clerk and Responsible Finance Officer and act accordingly.

Date: February 2019

Review These terms of reference are to be reviewed annually.