



## **Personnel Committee**

### **1. Membership**

- 1.1 Membership shall consist of 4 Council Members (of which one should be the current Parish Council Chairman) appointed at the Annual Statutory Parish Meeting.
- 1.2 Members may be co-opted on the basis of their special knowledge or interest.
- 1.3 The Chairman of the Committee shall be elected as per Standing Orders 4d(vii). A Vice-Chairman shall also be appointed.

The Chairman of the meeting may give an original vote on any matter put to the vote and in the case of equal votes may exercise his casting vote whether or not he gave an original vote, voting should be via show of hands.

- 1.4 A quorum shall consist of 3 members of the Committee.

### **2. Meetings**

- 2.1 The calendar of meetings shall be confirmed at the first meeting after the Annual Statutory Meeting of the Parish Council.
- 2.2 The Personnel Committee will be convened in accordance with the Parish Council's Standing Orders.
- 2.3 The Agenda will be published in accordance with Standing Order 3b.
- 2.4 Minutes of all meetings will be recorded by the Parish Clerk or by a person nominated by the Clerk and shall be presented electronically at the next Full Meeting of Tollesbury Parish Council. All Personnel decisions will be circulated with any recommendations needed for consideration to be put forward at the next Full Meeting of Tollesbury Parish Council.
- 2.5 Additional meetings will be arranged as required.



### **3. Areas of responsibility**

- 3.1 The Clerk should always seek external advice from the EALC and retained HR sources as and when needed. Generally, the Clerk is the named officer to approach such external bodies.

In matters connected with the Clerk's performance or management, the Personnel Committee will authorise the Chairman to contact these bodies. If the Chairman is not available, the Committee will nominate a member.

- 3.2 If any member of the staff is unhappy with the line management and feels they have to bypass the normal structure, they may request a meeting with the Chairman and Vice-Chairman or, in their absence, two other members of the Committee. The outcome is to be taken to the next Committee meeting or an extra one called.
- 3.3 The Personnel Committee delegates the responsibility to the Clerk to provide day to day oversight, direction, guidance and support for the work of the Council staff. The Clerk is also responsible for managing annual leave, approved lieu time and monitoring sickness. It is the responsibility of the Clerk to bring serious matters of concern to the Personnel Committee, including unusual or extended sick leave patterns.
- 3.4 The Personnel Committee manage on behalf of the Council, advised as necessary by the Proper Officer, the following:
- The overall performance of the staff, delegating the day to day line management of the Clerk. The Committee will be the body authorised to guide and assist the Clerk.
  - Ensure that employment conditions of any employees or contracted workers fully recognise Health and Safety legislation as well as Standing Orders and Financial Regulations.
  - Ensuring the delivery of regular staff appraisals and noting and agreeing on any actions and outcomes.
  - Nominating a member to carry out the Clerk's appraisals and reporting any actions as above.
  - Dealing with matters of individual or group discipline through the established management ranks, offering guidance and support to line management as appropriate.



- If the problems require disciplinary and grievance procedures, then these will be directed to the appropriate panel as per the adopted procedures.
- Carrying out a regular review of the Council's employment policies, making recommendations to the full Council for any alterations/amendments.
- Through the Clerk/RFO, the Committee will be aware of pay, NI, pension contributions and other related expenses, and ensure that legal requirements and recommendations are complied with.
- The Committee will forward details of resignations to the full Council and will initiate filling the vacancy.
- Advertising for new staff, conducting interviews and making recommendations to the full Council.
- Contracts of employment for new staff members are agreed by the Personnel Committee.
- The Committee Chairman and/or Vice-Chairman may approve the Clerk's annual leave and lieu time.
- Responsible oversight and guidance in the management of the budget allocated to personnel.
- It is recognised that some matters may be of a sensitive or confidential nature and require to be treated accordingly as permitted by Standing Orders.

Version	Details of Changes	Date	Approver
V1.0	Adopted by the Parish Council	01/09/20	TPC
V1.0	Reviewed - no change	03/05/22	TPC
	<b>Next Review - May 2023</b>		