

Ackworth Parish Council

Terms of Reference for the Personnel Sub-Committee

These rules are supplemental to, and do not in any way override, the Parish Council's standing orders and/or financial regulations.

The Committee must at all times consider its duty to Best Value, Equal Opportunities (race, religion, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights.

1. Membership of the Personnel Sub-Committee

- a) The Personnel sub-committee shall be a sub-committee of the Finance and General Purposes Committee.
- b) The sub-committee shall comprise the Chair of the Finance and General Purposes committee and two other members of that committee, to be confirmed every year at the first meeting of that committee following the Parish Council Annual meeting.
- c) Any changes in membership of the sub-committee following the Parish Council Annual meeting shall be subject to approval at the next Parish Council meeting.
- d) The quorum of the sub-committee shall be two of its members.

2. Meetings of the personnel sub-committee

- a) All meetings of the Personnel sub-committee will be convened in accordance with the Parish Council's standing orders.
- b) The personnel sub-committee will meet as directed by the Finance and General Purposes Committee or by a meeting of the full Parish Council.
- c) The sub-committee will consider matters that are put before it in accordance with its powers and responsibilities.

3. Powers of the Personnel Sub-Committee

- a) The sub-committee is empowered to make any decisions on Personnel matters which the Parish Council is empowered to make, subject to any costs incurred being within the Parish Council's total budget for staff pay.

4. Responsibilities and Areas of Operation of the Personnel Sub-Committee

- a) To recruit, retain and develop staff to undertake the work of the council;
- b) To determine the pay and conditions of employment of the staff and to review and update these as necessary to comply with the law and with good practice;
- c) To establish and review salary pay scales for all Parish Council staff and to be responsible for their administration and review.
- d) To recruit, retain and develop staff to undertake the work of the council

- e) To arrange execution of new employment contracts and changes to contracts.
- f) To determine the staffing levels necessary to efficiently discharge the work required by the council and to review the workloads periodically;
- g) To ensure the Health and Safety of staff employed by providing appropriate working spaces, 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 as a whole when so requested and to make recommendations to Full Council.
- i) To ensure that the annual Performance Appraisal of all Parish Council staff is carried out in line with the Parish Council policy & procedures.
- j) To receive recommendations on training requirements identified through appraisal, staff meetings and other means and to agree staff training programmes.
- k) To oversee any process leading to dismissal of Parish Council staff including redundancy.
- l) To keep under review staff working conditions.
- m) To monitor and address regular or sustained staff absence.
- n) To consider grievance or disciplinary matters.
- o) To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure and take whatever action necessary.
- p) To ensure the Council complies with all legislative requirements relating to the employment of staff.