



## **ACKWORTH PARISH COUNCIL**

### **TERMS OF REFERENCE FOR THE PERSONNEL COMMITTEE**

1. The Committee will be known as the Personnel Committee
2. This Committee is appointed to make decisions about all staffing matters, subject to budget and expenditure limits decided by the full council unless stated otherwise.
3. The Parish Council's Standing Orders will apply to this Committee
4. The Clerk, the Committee Chair or Full Council can convene Personnel Committee meetings as and when necessary.
5. The meetings of the Personnel committee will be convened in accordance with the Parish Council's standing orders in which the proper officer will convene ordinary meetings which are held ad-hoc.
6. In line with standing Financial Regulations, this committee has the delegated authority to authorise expenditure within budget within limits set out in the Financial Regulations
7. There will be 5 members of this Committee, with the addition of a 6 ex officio member the Chair of the Council
8. The Chair and Vice Chair will be appointed by the Council
9. The quorum of the Committee will be 3
10. The membership of the Committee will be reviewed annually at the annual meeting of the Council
11. The Committee will meet on a frequency agreed by the Parish Council
12. The Clerk will provide secretarial services. In the absence of the Clerk, it will be provided by one of the Councillors present at the meeting.
13. The committee will ratify its own minutes and will be seen by the full Parish Council for information only. Approval of recommendations outside of this committees delegated powers will be decided at the next full council meeting
14. Where the Committee feels necessary, it may refer any decision for which it has delegated authority, to the full council.

**The Personnel Committee has been given delegated power by the full council to act on behalf of the authority in relation to these defined terms of reference only; any matters outside the Committee's terms of reference shall be made to the full council as a recommendation.**

***Remit of the Committee***

15. To establish and keep under review the staffing structure in consultation with the full council
16. To ensure personnel folders for each employee are created and ensure these are kept up to date by this committee alongside the Clerk.
17. To draft, implement, review, monitor and revise employment policies for staff alongside the Clerk.
18. To administer and support in management of the recruitment process including:
  - a. agreement of the application pack to include a job advert, job description, person specification and application form.
  - b. short listing of candidates
  - c. setting an interview date and carrying out interviews
  - d. select a suitable candidate for the role from those interviewed based on the approved role and salary agreed to be offered.
  - e. Chair of personnel committee to make verbal offer, subject to satisfactory references and liaise with successful candidate prior to commencement of employment or delegate to the Clerk.
  - f. Chair of personnel committee to obtain references or delegate to the Clerk.
  - g. Chair of personnel committee to liaise with new employee and provide a statement of particulars/contract of employment on day one of employment or delegate to the Clerk.
19. Salary recommendations for new staff, and regrading recommendations for existing staff will be considered by Personnel cttee and presented to full Council for consideration and decision
20. To arrange the execution of new employment contracts.
21. To have delegated powers to consider and implement/negotiate any changes to contract terms, which are required to comply with staffing law, health and safety law and terms and conditions of service as laid down by the National Joint Council (NJC "Green Book") (excluding salary level decisions).
22. The committee will be the line manager of the Clerk.
  - a. The chair of personnel committee or an appointed liaison councillor will have responsibility for day to day liaison with the officer in consideration of working conditions, holiday/leave arrangements; sickness; ensuring workload is acceptable and manageable; ensuring the clerk has sufficient time to undertake the workload and general well-being of the clerk in his/her work.
  - b. The liaison councillor will arrange and lead on appraisals for the Clerk. The liaison councillor will not have decision making powers but will report the liaison/discussions with the Clerk to the Personnel Committee should any decisions be required on any issue.

- c. The liaison councillor, in dialogue with the Clerk, will set targets with realistic timescales to achieve them which where required will be reviewed by the committee.
- 23. To establish and review performance management and staff training programmes.
- 24. To manage the process leading to the redundancy of staff.
- 25. To monitor and address regular or sustained staff absence.
- 26. To make recommendations on any staffing related expenditure to the full council.
- 27. To consider any appeal against a decision in respect of pay.
- 28. To handle grievance or disciplinary matters (and any appeal via the Review Panel) in accordance with the adopted policies of the Council, which must accord with the ACAS Codes of Practice on grievance and disciplinary matters.
- 29. To manage the payroll and review the performance of any payroll company used by the Council, on an annual basis.
- 30. To implement, monitor and review staff pension arrangements.
- 31. To ensure the Council complies with all legislative requirements relating to the employment of staff.
- 32. 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.