Personnel & Policy Committee Terms of Reference

Committee Organisational Structure

Number of Councillors: 5

Membership of the Committee, Councillors:

Jane Buxton
Karen Callingham
Martyn Cox
Mandie Elson
Anna Rutkowska

Chairman of the Committee: Martyn Cox

Quorum: 3

Substitutes Allowed: 2 named substitutes
Named Substitute: Councillors Vanessa Bracegirdle and Dean Scott

Officer Support: Parish Clerk

Meeting Frequency: At least 3 times per year or as required

Organisational Notes:

i. All meetings to be convened with agendas and minutes as per Standing Orders and will be open to the public
ii. Invited guests and representatives may attend meetings for input and consultation as deemed necessary
iii. Non-committee members of the Council attend meetings as per members of the public

Purpose of this Committee
This Committee oversees the management of the council's staff and scrutinises policies, procedures and such like and includes the following responsibilities:

1. To ensure policies are in place for the employment of staff to include ensuring that the Council complies with all legislative requirements. To review these policies, in line with any changes in legislation and best practice. All policies to go to Full Council for adoption

2. To review annually health and safety at work policies, procedures and training for employees

3. To agree the staffing structure

4. To agree and review contracts of employment, job descriptions and person specifications

5. To review and agree staff salaries

6. To receive updates on any issues relating to staff and appraisals facilitated by the Parish Clerk

7. To conduct the Parish Clerk's appraisal (2 or 3 members which may include at the Parish Clerk's the named substitute or another Councillor)

8. To appoint from its membership a recruitment panel when necessary and recommend appointments. Recruitment panels will normally include three members in the case of appointment of the Parish Clerk post; and at least one member of the committee plus the Parish Clerk for all other posts

9. To perform panel roles as detailed in the grievance and disciplinary procedure

10. To scrutinise new policies or policy revisions, procedure or suchlike before they go to Council for adoption

11. Should the Committee propose a project/action requiring Council finances this would require approval from Council

12. The Committee recognises the supremacy of Full Council and at times due to timing &/or resource availability Personnel & Policy Committee matters may be considered by Full Council