

SHOTGATE PARISH COUNCIL



PERSONNEL COMMITTEE

TERMS OF REFERENCE

1. The Personnel Committee to be made up of 3 councillors, membership of the Committee to be the Chairman of the Parish Council and 2 other councillors.

The Personnel Committee to have the following delegated powers:

- (a) Carry out Annual Performance Appraisals of staff - structure to be agreed by Full Council in liaison with employees.
 - (i) The Clerk to complete the employee part of the form and send to the Personnel Committee members to review for their comments.
 - (ii) The Clerk and the Personnel Committee to meet and consider and review all the comments from employer and employee and then complete the final comments of the form.
 - (iii) Subject to satisfactory signing off of the appraisal form, all members will then be able to review the completed form.
 - (iv) An appeal can then be heard (by other non-members of the Personnel Committee) if the Personnel Committee and Clerk disagree.
- (b) Manage a process to receive a grievance and to issue a disciplinary notice in respect of employees of the Council, using the NALC model.
2. The Personnel Committee to carry out other personnel duties as/when agreed by the Parish Council.
 - (a) An Appeals Panel – if required – to consist of three councillors who have not participated in any matter relating to any appeal.
3. The Personnel Committee to contribute towards the content of the Chairman's Annual Parish Meeting Report.
4. To continually review policies/procedure on Employment Law.
5. These terms of reference to be reviewed annually for recommendation to a meeting of the Parish Council prior to the Annual Parish Council meeting.

Revised:

Parish Council Meeting 10.11.15