

## SHOTGATE PARISH COUNCIL

### PERSONNEL COMMITTEE

#### TERMS OF REFERENCE

The Personnel Committee shall consist of the Chairman of the Parish Council plus three other Councillors  
The quorum for the Personnel Committee will be three.

#### **Purpose:**

- To provide Personnel support and advice on behalf of the Shotgate Parish Council to ensure that all employees are working within the spirit and letter of UK Employment Law
- A Written Statement of Employment Particulars will be provided for every employee where required.
- Ensure that the Grievance Policy and Disciplinary Policy are reviewed annually in accordance with the Data Protection Act 1998 and the Equality Act 2010 and correctly and fairly implemented if and when required.
- The Personnel Committee will ensure that all recommendations relating to salary, expenses, etc will be the most cost effective option available on behalf of the Parish Council.
- The Personnel Committee will to endeavour to ensure that employees/workers receive the relevant training and development to carry out their roles for the employee's benefit and also to the Parish Council.

#### **Objectives:**

1. To review Written Statements of Particulars annually taking guidance from the SLCC Model Contract of Employment and other appropriate organisations, i.e. Directgov.org.uk, ACAS.
2. To assist the Clerk with the relevant employees/workers of the Parish Council in Performance Management. This performance will be based on objectives which are specific to the Job Description/Work Tasks and as such, are achievable, measurable and realistic. Assessors will be appointed by the Personnel Committee.
3. The Personnel Committee will seek to gain the consent of the Parish Council prior to any recommended salary rewards that emanate from the Performance Review. The Performance Management Review to be concluded in July of each year unless otherwise agreed with the Parish Council in advance.
4. To report to the Parish Council on a regular basis the outcomes of their reviews.
5. The Personnel Committee will adopt the relevant Standing Orders for lawfully authorising the Clerk's sick leave, annual leave and the discussion of sensitive matters such as informal grievances and disciplinary matters (as per existing Policies).
6. The Personnel Committee would also be responsible for any decisions relating to recruitment or termination of the Clerk. Any appeals arising from disciplinary or grievance matters would be made to full Council if dealt with by the Personnel Committee in the first instance.

7. The Personnel Committee will continue to develop its own performance and development by attending any relevant training throughout the year.
8. The Personnel Committee will ensure that the Parish Council ratifies all Recommendations made at a full Parish Council Meeting prior to implementation.

### **Agenda and Minutes:**

The Personnel Committee will adopt the relevant Standing Orders with respect to Minutes and Agenda both of which be designated as Confidential annually in accordance with the Data Protection Act 1998 and the Equality Act 2010. Under the Data Protection Act 1998 and Minutes not be published in the public domain.

Meetings to be held on a regular basis – ideally each quarter – a quorum must exist. The public and press will be excluded from part of these meetings.

The Chairman of the Personnel Committee will be responsible for issuing Agendas and producing Minutes which will be distributed the Personnel Committee Members only.

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Adopted at the PC Meeting 6<sup>th</sup> November 2018