



KIPPAX PARISH COUNCIL

TERMS OF REFERENCE PERSONNEL COMMITTEE

Approved: 17/09/2020 (Item 122/2020a)

Review date: September 2021

Signed by Chair, Councillor Martin Eyre

Membership – 6 Members

To be elected annually at the Annual Meeting of the Parish Council in May

- The Chairman **or** Vice-Chairman of the Council shall be ex-officio, a voting member of every Committee
- The Chairman and Vice-Chairman of the Committee are to be elected annually by the Personnel Committee at the first meeting after the Annual Council meeting of Kippax Parish Council and shall hold office until the next Annual Council meeting
- The quorum of the Committee is 3

Role

To develop strategy and policy in all matters relating to human resources and to take employment related decisions on behalf of the Council where directed.

Responsibilities

To ensure effective and professional staff management in all matters related to the employees of the council and to help ensure that the Council is exercising an adequate duty of care for all of its employees.

Meetings

A meeting of the Personnel Committee can be convened by the full Council, or Chairman of the Committee as and when necessary. Members will be summoned to attend meetings which will be held either by zoom or in Valley Ridge Centre or in Mount Pleasant Centre and Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.

Documentation

Minutes of all meetings will be recorded by the Clerk and circulated at full council meetings of Kippax Parish Council for information. Where the Committee is making recommendations to the Council, these will be specified on the agenda of the full Parish Council meeting.

Accountability

The Personnel Committee has delegated powers to act and make decisions on behalf of the full council in relation to the defined terms of reference only; any recommendations outside the Personnel Committee's terms of reference shall be made to the full council.

Scope

- The Personnel Committee will have full delegation, ie decision making powers for the recruitment and selection of all staff, with the exception of the post of Clerk/RFO (see below). The Committee will follow the provisions of the Council's adopted recruitment policy. Line managers of posts will be included in recruitment and selection.
- The Personnel Committee will develop in conjunction with line managers job descriptions, person specifications and contracts for any new posts required by the Council but will refer these and a recommendation for the salary scale and point for decision to the full Parish Council.
- The Personnel Committee will have delegated powers to short list applicants for the post of Clerk/RFO. The successful short-listed applicants will be interviewed by a panel selected from the Personnel Committee (in accordance with the Council's recruitment policy). Short listed applicants will then be required to give a presentation to the full council on a topic relevant to current issues. A recommendation from the Personnel Committee will be submitted to full council to ratify the appointment of Clerk/RFO
- The Personnel Committee will have delegated powers to consider and implement any changes which are required to comply with Employment Law, Health & Safety Law and Terms & Conditions of Service as laid down by the National Joint Council (NJC "Green Book") and recommended by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC)
- The Personnel Committee will have delegated powers to deal with issues of disciplinary and grievance in accordance with the Council's adopted policies.
- The Personnel Committee will appoint one of its members to act as Line Manager to the Clerk/Responsible Financial Officer and to direct the line manager in their role and responsibilities. The line manager will report directly to the Personnel Committee should any decisions need to be taken in this regard.
- The Personnel Committee will have delegated powers to carry out annual staff appraisals in conjunction with the Clerk and to submit proposals in respect of salary or hour increases of staff to the full Council (this does not include the automatic cost of living increases which are a contractual obligation).
- The Personnel Committee will, in conjunction with the Clerk oversee the training needs and requirements of all staff will ensure that members of staff have a personal development plan. The Committee will approve requests within the staff training budget.
- The Personnel Committee will review extant job descriptions, person specifications, promotion and re-grading, contracts of employment and will recommend any changes to the Full Council for decision.
- The Personnel Committee will deal with any necessary redundancy procedures but will make recommendations to the Full Council for decision in this regard.
- The Personnel Committee will have awareness of sources of expert advice on employment matter and will ensure that the Council uses such sources when there is any doubt about good employment practice. The engagement of employment professionals may be undertaken by the Committee within the scope of the Council's budget allocation in that year for this purpose.

- Members of the Committee may undertake training from time to time to support their role; this will be done in conjunction with the Clerk and with regard to the Council's training budget.
- In respect of the Clerk, the Committee will manage attendance at work, short and long term sickness absence, any return to work interviews needed, maternity leave, paternity leave, adoption leave, carer's leave, compassionate leave, flexible leave requirements, one-to-one interviews and induction.

Review

The Personnel Committee's terms of reference are to be reviewed annually at the first meeting after the Annual Council meeting.