



Personnel Committee

Terms of Reference

Approved: 15th May 2025

Minute Reference: 008/FC/2526e

Review date: May 2026

M Eyre

Chair, Councillor Martin Eyre

Membership

Nine Councillors

- **To be elected annually at the Annual Meeting of the Parish Council in May**
- 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 three.
- Members may, at any time, resign from the Committee by given written notice to the Clerk. The resignation will take immediate effect.
- Full Council may amend the membership and elect additional Councillors onto the Committee at any time

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 the Clerk, or the Chairman of the Committee as and when necessary. Members will be summoned to attend meetings which will be held in a venue in Kippax 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 to Full Council for information. Where the Committee is making recommendations to the Council, these will be specified on the agenda of the Full 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 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 approve the appointment of Clerk/RFO
- The Personnel Committee will have delegated powers to consider 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) and make recommendation to Full Council
- The Personnel Committee has delegated powers to deal with issues of disciplinary and grievance in accordance with the Council's adopted policies.
- The Personnel Committee will be the line manager for the Clerk/RFO and will appoint one of its members, annually at the first meeting after the Annual Council meeting, to act as liaison councillor to the Clerk/RFO who 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. The liaison councillor will report directly to the Personnel Committee should any decisions need to be taken in this regard.
- The Personnel Committee has delegated powers to appoint a second councillor to undertake the clerk's annual appraisal alongside their liaison councillor and to review annual staff appraisals. The committee will submit proposals in respect of salary or hour increases of staff to Full Council for approval (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 and will ensure that members of staff have a personal development plan. The Committee has delegated powers to approve training requests made in line with the council's Training Policy and within the approved training budget.
- The Personnel Committee has delegated power to approve requests to carry over unused annual leave of up to five days.
- 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 manage the payroll and review the performance of any payroll company used by the Council, on an annual basis and make recommendation to Full Council.
- The Personnel Committee will implement, monitor and review staff pension arrangements and make recommendations to Full Council.
- The Personnel Committee will draft, revise and review annually the Council's Personnel Policies and make recommendations to Full Council.
- 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.

Review

The Committee will review the Personnel Committee's terms of reference annually and make recommendation to Full Council at the Annual Meeting of the Council.