

Littlemore Parish Council
Personnel Committee Terms of Reference

Objectives

1. The Purpose of Personnel Committee is, on behalf of the Parish Council and in conjunction with the clerk, to make decisions and recommendations about all staffing matters, subject to budget and expenditure limits decided by the Council.

Procedural

2. This is a Personnel Committee established under section Four of the Littlemore Parish Council Standing Orders
3. The members of the committee shall be a maximum of 7 councillors, comprising Chair of the Parish Council, Vice Chair of Parish Council and remaining 5 Councillors as nominated by the Committee or as appointed by the Council.
4. To enable a meeting to proceed and decisions and recommendations to be agreed, at least three members must be present.
5. Members of the Committee shall agree on a Chairman at the first meeting following the Annual Parish Council or Full Parish Council Meeting. Each meeting will be attended by Clerk who will take notes.
6. The committee shall aim to hold two ordinary meetings each year, with the first meeting as soon after the annual meeting of the parish council as possible, with the second at the half year point, and in September each year.

Additional meetings can be called if required by Chair of Committee.
7. As appropriate, and wherever possible, all objectives shall be carried out in conjunction with the clerk.

Functional

Delegated powers to make decisions

8. To establish and keep under review a staffing structure, in line with the budget and expenditure limits decided by the Council.
9. To ensure that all council staff have appropriate job descriptions.
10. To supervise the Clerk's work, to administer leave requests for Clerk, record and monitor absences for Clerk and handle grievance and disciplinary matters and pay disputes.
11. To draft, implement, review, monitor and revise policies relating to staff and conditions of employment.
12. To review comparable local pay-scales for each category of staff to agree applicable rates for all Council staff.
13. To keep under review staff working conditions, and health and safety matters.
14. To oversee the recruitment and appointment of staff.

15. To arrange implementation of new employment contracts and changes in contracts.
16. To establish and review performance management including the process of annual appraisal and staff training programmes for all staff.
17. To oversee any process leading to dismissal of staff including redundancy.
18. To monitor and address regular or sustained staff absence.
19. To consider any appeal against a decision in respect of pay.
20. To consider a grievance or disciplinary matter (and any appeal).
21. To review and advise on Council pension provisions for all employees.

Powers to make recommendations

22. To make recommendations on staffing related expenditure, including hourly salary rates to the Finance Committee.

These Terms of Reference were agreed by the Council at its Full Council Meeting held on Tuesday 11th September 2018.

Signed:



Lynda Comber
Chair
Littlemore Parish Council

Review date September 2019