



DYMCHURCH PARISH COUNCIL

PERSONNEL COMMITTEE

TERMS OF REFERENCE

MEMBERS

Members of the council shall be appointed at the annual council meeting unless the committee is formed at any other time

Membership shall consist of five council members

This will include the chairman and vice chairman and two other members of the council

The Chair of the personnel committee shall be appointed at the first meeting of the committee.

QUORUM

A quorum of the committee shall be not less than three members

FREQUENCY OF MEETINGS

Meetings shall be held quarterly, and any other meetings may be called as and when required. The press and public will be excluded from personnel meetings due to the confidential nature of the subject they are dealing with

DELEGATED POWERS (note that only where stated do the committee need to refer matters to the full Council)

1. To consider levels of staffing and **make recommendations to full council** regarding recruitment and retention of staff
2. To consider current contracts and conditions of employment and ensure that they follow the current guidance from NALC
3. To carry out a yearly appraisal of the proper officer of the Council (the Clerk)
4. To ensure that yearly appraisals are conducted by the Clerk in relation to other Council Staff members and officers

5. To review and authorise pay increments for all staff in line with the NALC pay award scales or Government policy (for example minimum wage, living wage)
6. Any gratuities or any other payments to staff which fall outside of the pay decisions **will be referred to the full council**
7. To consider training needs that arise from staff appraisals and as a result of other initiatives
8. to consider recommendations relating to health and Safety at Work and risk management made by the Clerk and implement necessary changes provided that any cost does not exceed £300 pounds. **Recommended changes exceeding £300 are to be referred to the full council.**
9. To work with the Clerk to investigate, manage and resolve any complaints made against the Council and Council Staff
10. Where the complaint is made against the Clerk the Chair and Vice Chair will deal.
11. The committee is authorised to establish working groups and subcommittees and to appoint advisers as and when necessary to assist in its work
12. Working groups and subcommittees shall be chaired by a councillor and have agreed terms of reference set by the committee
13. Advisers shall have no voting rights
14. Any decision's or projects which fall outside of the agreed terms of reference will be referred to the full council for ratification or approval

Emergency powers

generally staffing matters should be dealt with in committee meetings however in exceptional circumstances if there is an emergency personnel or staffing issue the Clerk shall take the initial action informing the chair and vice chair as soon as possible. The matter or outcome is then to be presented at the next regular meeting or if this would cause unnecessary delay at an extra meeting.

Agendas and minutes will be provided to all parish councillors on request. No copies of minutes shall be made or retained by any individual. The original minutes of all personnel committee meetings will be held by the Clerk securely at Dymchurch parish council offices

Terms of reference adopted- 6th July 2020 Minute reference- ITEM 12