



# Astley Village Parish Council

## PERSONNEL COMMITTEE

### 1. Purpose of the Committee

To ensure:

- **Prompt Action** – any issue needing prompt action can be resolved quickly.
- **Personal** – to adhere to sections of the Data Protection Act; avoid employees feeling nervous appearing in front of full Parish Council; to prevent personal employee data being discussed in public.
- **Efficiency** – ensuring matters are not left for long periods of time until a meeting, items can be discussed and debated at length with all details within the committee and decisions reached or recommendations made to full Parish Council.

### 2. Terms of Reference

The Committee shall have delegated powers to deal with all personnel, employment, and recruitment issues, with reports and recommendations made to full Parish Council if necessary. In cases of emergency that will not wait until the next full Council meeting, the Committee will have full powers to act on behalf of the Council.

Any decision made, or course of action taken by the Committee must be made in the best interest of the Council and Parishioners.

The Committee has the authority to deal with the following:

- Working practices
- Problems reported by staff
- Disciplinary matters
- Complaints & Grievances
- Pay & Conditions
- Advertise for and recruit staff as approved by full Parish Council
- Recommend changes in staffing
- Ensure all current employment legislation is met
- To review and maintain all HR policies/documents
- To review the Parish Council's Social Media Policy
- Any other action as directed by full Parish Council.

The Personnel Committee shall not have authority to:

- Terminate a contract of employment, unless the situation which has arisen is a matter of urgency or serious enough that employment could not continue, such as a Health & Safety violation, serious or gross misconduct, etc. The normal procedure is for the Personnel Committee to take a recommendation to full Parish Council.
- To approve pay increments but does have the authority to discuss and make recommendations to full Parish Council at precept or other suitable times.
- To create employment positions but can make recommendations to full Parish Council for a course of action or future plan.

### 3. Review of the Pay and Conditions of Service of Existing Employees

Standing Order 14 requires that "in every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees. Standing Order 38 must be read in conjunction with this requirement."

#### **4. Annual Appraisals**

A sub group of the Personnel Committee will undertake an annual appraisal for the Parish Clerk and the Parish Clerk will undertake an annual appraisal for the Village Caretaker and any other staff employed by the Parish Council. The Personnel Committee will receive a report outlining the outcome of the annual appraisals undertaken. The Personnel Committee will consider any issues raised.

#### **5. Appeals**

In the event of any staff appeals, members of the Personnel Committee will not sit on any appeals panel. Members of such panels will be made up from the remaining members of the Parish Council.

#### **6. Membership**

Membership of the Personnel Committee shall be 3 councillors. In accordance with Standing Order 43, either the Chair and/or the Vice-Chair, ex-officio, shall be voting members of every committee. Additional member(s), including lay member(s), with relevant professional experience may be co-opted, but such member(s) will not have voting rights.

Membership of the Personnel Committee shall be decided and appointed annually at the Parish Council's Annual Meeting, in accordance with the Standing Order 42. If a vacancy occurs, additional members may be elected/co-opted as per the Council's Standing Orders.

The Chair of the Parish Council will not be a member of the Personnel Committee to enable them to to chair and Personnel Appeals Sub-Committee. The Vice-Chair shall be an ex-officio voting members of the Personnel Committee making the total membership of the Committee 4 members.

#### **7. Procedures**

##### Chair

The Chair and Vice-Chair of the Committee will be elected annually by the members of the committee at its first meeting after the Annual Meeting of the council in accordance with Standing Order 43.

##### Frequency of Meetings

In accordance with Standing Order 35, the Chair of a Committee or the Chair of the Parish Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting. The Personnel Committee will meet at least one a year (usually in October/November).

The Parish Clerk will issue the agenda to attend meetings of the Personnel Committee and provide the legal public notice of all meetings.

##### Quorum

Standing Order 48 states that "except where ordered by the Council in the case of a committee..... the quorum of a committee or sub-committee shall be one-half of its members" which in the case of the Personnel Committee with a membership of 4 would be 2.

However the Parish Council Meeting have determined that a quorum will be reached with a minimum of 3 Councillors.

##### Minutes

All meetings will be minuted by the Parish Clerk, unless the Parish Clerk is the subject of the matter under consideration. Minutes will be published on the Parish Council website and submitted to the full Parish Council Meeting for information. The Chair of the Personnel Committee will present a confidential report to the full Parish Council Meeting setting out and confidential information in support of the decisions/recommendations of the Personnel Committee.

##### Confidentiality

All members must preserve confidentiality of discussions held under Part II of any meeting.

##### Accountability

The Chair will be responsible for reporting recommendations/actions of the Personnel Committee to the full Parish Council.