

GRENDON UNDERWOOD PARISH COUNCIL
PERSONNEL COMMITTEE TERMS OF REFERENCE

Purpose of Personnel Committee:

The committee is appointed to make decisions about staffing matters, subject to budget and expenditure limits decided by Grendon Underwood Parish Council.

Members:

1. Membership shall comprise of four members.
2. The Chairman and Vice-Chairman of the Council are ex-officio members of the committee and have voting rights.
3. Membership of the Committee was first established at an extraordinary meeting held by Grendon Underwood Parish Council on 1 August 2017. Membership of the committee will be reviewed at the annual meeting of the Council held in May of each year commencing 2018.
4. The Committee shall re-elect a Chairman and Vice-Chairman each year commencing May 2018 at the annual general meeting of the Council.
5. Co-opted members may join the committee during the year if authorised by the Council.
6. Three members of the Committee shall constitute a quorum for meetings.

Terms of Reference:

1. To establish and keep under review the staffing structure in consultation with Grendon Underwood Parish Council.
2. To draft, implement, review, monitor and revise policies for staff.
3. To establish and review salary pay scales for all categories of staff and to be responsible for their administration and review.
4. To oversee the recruitment and appointment of staff.
5. To arrange execution of new employment contracts and amendments thereon.
6. To establish and review performance management to include annual performance reviews and staff training programmes.
7. To oversee any process leading to dismissal of staff to include redundancy.
8. To keep under review staff working conditions and health and safety matters.
9. To monitor and address regular or sustained staff absence.
10. To make recommendations on staffing related expenditure to the Grendon Underwood Parish Council to include Clerk expenses and equipment necessary to carry out their role.
11. To consider any appeal against a decision in respect of staff pay.
12. To consider a grievance or disciplinary matter.

To supervise and performance manage the Clerk's work, to administer leave requests, record and monitor absences and handle grievance and disciplinary matters and any pay disputes.

To review and monitor weekly time sheets submitted by the Clerk ensure maximum efficiency.

Frequency of meetings

One meeting will be held every year to review all staff contracts and job descriptions and HR policies. Otherwise meetings will be convened as and when necessary, eg to deal with grievance or disciplinary matters, to recruit staff or to deal with other emerging personnel issues.

Adopted and agreed by Grendon Underwood Parish Council on 1 August 2017

FIRST DRAFT CONFIDENTIAL