

Sutton Parish Council Personnel Committee - Terms of Reference

Purpose of the Personnel Committee:-

This committee is appointed to make decisions about staffing matters, subject to budget and expenditure limits which are decided by Full Council.

Membership

1. Membership of the Committee is four councillors + ex officio members
2. The Chairman and Vice-Chairman of the Parish Council shall be ex-officio members of the Committee.
3. Membership of the Committee shall be determined at the Annual Meeting of the Council
4. The Committee shall appoint a Chairman by election from members of the Committee at the first meeting in any Civic year
5. The Committee is to comprise of Councillors only

Quorum

The quorum necessary for the transaction of any business shall be three.

Frequency of Meeting(s)

The Committee will hold at least one meeting per year, and then as and when necessary to discuss relevant employment issues.

Terms of Reference

A Delegated Powers:

1. To ensure all staff have an annual appraisal.

Parish Clerk – Appraisal to be carried out by the Chairman of the Council.
All other staff – Appraisal to be carried out by the Parish Clerk
2. To approve contracts of employment, job descriptions and person specification for staff, as drafted by the Parish Clerk.
3. To keep under review staff working conditions, and health and safety matters.
4. To implement, review, monitor and revise policies for staff, as drafted by the Parish Clerk.
5. To ensure the Council complies with all legislative requirements relating to the employment of staff.

6. To appoint from its membership a recruitment panel when necessary. (Three members in the case of appointment to the Parish Clerk or RFO posts; and one member of the Committee plus the Clerk for all other posts).
7. To appoint from its membership three members to act as a disciplinary panel as set out in the Staff Handbook and as an appeals panel in the case of any appeal against disciplinary action taken by the Parish Clerk.
8. To appoint from its membership three members to hear any formal grievance made by the Parish Clerk and any appeal by other staff against the outcome of a grievance investigation undertaken by the Parish Clerk.
9. The Parish Clerk is delegated to advertise an existing position, within the existing terms and budget resources.

B Recommendations to Full Council:

1. To consider and make recommendations on reviews of the staffing structure
2. To consider and make recommendations on reviews of salary pay scales for all staff.
3. To consider and make recommendations on staff appointments made by the recruitment panel.
4. To make recommendations with regard to the annual budget for Personnel matters.

Role of the Parish Clerk

- To supervise all other members of staff, in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions or employment and work of other staff.
- To ensure the proper safety of all Council employees whilst at work, and to ensure compliance with Health and Safety regulations.
- To advertise for and appoint staff within the agreed establishment of the Council.
- To maintain the discipline of all employees and initiate disciplinary action where necessary.
- To carry out staff appraisals and exit interviews where appropriate.

Review date	By Whom	Version	Date adopted
		V1	28.5.2013
1 st August 2016	Personnel Com	V2	
23 rd August 2016	Full Council	V2	23 rd August 2016
9 th May 2017	Full Council	V2	9 th May 2017
8 th May 2018	Full Council	V2	8 th May 2018
May 2021	Full Council	V2	4 th May 2021
May 2022	Full Council	V2	10 th May 2022
May 2023	Full Council	V2	16 th May 2023
May 2025	Full Council	V2 Minute: 027/25 1 (i)	20 th May 2025