

Winterton-on-Sea Parish Council Personnel Committee Terms of Reference

The Personnel Committee is constituted as a Standing Committee of Winterton-on-Sea Parish Council.

1. Membership

The Committee shall consist of a minimum of three members who will be appointed at the Annual Parish Council Meeting each year. Chair and Vice Chair of the Council may attend any committee meetings, but the meetings will be chaired by the Chairman elected by the Personnel Committee members. All members will have voting rights and the Chair will have a casting vote. A quorum will be a minimum of three.

2. Responsibilities and Areas of Operation

The Committee will:

- i) comply with the Parish Council's Standing Orders and Code of Conduct.
- ii) annually review and where appropriate, recommend amendments to the Complaints Policy, Grievance Policy, Disciplinary Policy, Health and Safety Policy, Equality Policy, Training and Developing Policy and Volunteer Policy.
- iii) to agree two members to undertake annual appraisals for the clerk & RFO and one member to undertake annual staff appraisals with the clerk for all other employees.
- v) to agree and review annually contracts of employment, job descriptions and person specification for staff.
- vi) annually review and make recommendations to staff salaries.
- vii) to appoint a recruitment panel, when necessary, and recommend appointments to the council.
- viii) if required, appoint members to act as a disciplinary panel and as an appeals panel in the case of any appeal against disciplinary action taken by the clerk.
- ix) to appoint three members to hear any formal grievances made by the clerk.
- x) to consider any other matters referred by the Parish Council and to make recommendations back to full council.
- xi) to preserve confidentiality of all individual staffing matters pertaining to the business of the committee.

3. Committee Chairman and Clerk

The Parish Council will resolve to form or reinstate a Personnel Committee at the Annual Parish Council Meeting. The Clerk and Committee Chairman will be the main point of contact for all Personnel Committee business, both for Committee members and for members of the public. The Chairman will report to the Parish Council, regarding the Committee's activities and any other relevant issues at council meetings.

4. Meetings

The Committee will meet on dates to be determined by the Personnel Committee and no less than three times a year. Minutes from the meeting will be taken by the Clerk, signed by the Committee Chairman. In the absence of the Clerk, a member of the committee other than the Chairman may minute the meeting. Committee meetings are open to the public and press. Three clear day's notice of meetings will be given by posting an agenda on the parish council website and notice board.