

Meopham Parish Council

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Personnel Committee - Terms of Reference

Objective

- 1.1 The Personnel Committee will deal with all personnel issues affecting the councils Clerk & RFO, including recruitment and financial aspects, absence (both authorised and unauthorised) pay and conditions of service and has delegated authority to act under S101 1972 LGA.

Membership

- 2.1 The Committee shall consist of the Chairman of the Council and four members elected by Full Council
- 2.2 Full Council will also elect two substitute members whom have full voting rights and can replace a committee member in the event of them giving notice to the Clerk that they will be unable to attend a meeting and therefore risking the quoracy of the meeting. The Clerk, in consultation with the Chairman of the Personnel Committee will select a substitute member in the event of the unavailability of a committee member
- 2.3 The committee's chairman will be elected at the first meeting and will not be the Chairman of the Council
- 2.4 The Quorum for a meeting will be 3 Councillors

Meetings

- 3.1 The Committee will meet at least twice per annum, with one meeting being held in March following the appraisal conducted for the Clerk & Responsible Financial Officer

Voting

- 4.1 The Councillors' Code of Conduct will apply to all members of the Committee
- 4.2 The conduct of the meetings (declarations of interest, debate, voting etc) will be governed by the Council's Standing Orders
- 4.3 Decisions will be taken by a majority vote

Rights and Powers

- 5.1 The Committee will have delegated powers to:
 - Take action under the responsibilities set out below.
 - The Committee may convene extra-ordinary meetings in accordance with the Council's Standing Orders
 - The Committee has the right to create sub-committees

Responsibilities

- 6.1 The Committee has delegated authority to act on behalf of the council on the following:
 - To review employment policies and the Employee Handbook, ensuring it is in line with employment law and best practice
 - To ensure the Council fulfils its duty of care towards the Clerk & RFO
 - To conduct the recruitment process for the Clerk and Responsible Financial Officer. To provide support to the Clerk and the RFO, in the recruitment of other staff as and when requested to do so

- To ensure that the Clerk has an annual appraisal and ensure there is appropriate performance management put in place by the Clerk for the council's other staff.
- To ensure working conditions, health and safety, and employee wellbeing are maintained to a high standard
- To undertake any disciplinary and grievance processes for the Clerk & RFO.
- To consider appeals received from other council staff
- To utilise the services of the Council's appointed HR provider as appropriate
- To keep up to date with developments in employment law and check that the Council complies with the appropriate requirements

The Personnel Committee must provide recommendations to Full Council on the following:

- To annually review the staffing structure, inclusive of contractual statements, making recommendations as appropriate.
- To annually review staff remuneration (salary bands), and make recommendations as and when a salary review might be necessary
- To recommend candidates for co-option to any councillor vacancies

Training

- Members of the Committee are encouraged to attend training as appropriate for the Personnel Committee

Date of Adoption	Review Cycle	Date of Next Review
17.12.24	Annual	ACM – 06.05.25