

PERSONNEL COMMITTEE

TERMS OF REFERENCE

Governance

The Personnel Committee is appointed by and solely responsible to Great Coates Village Council. The Committee's duties, as set out in these terms of reference.

Meetings

Meetings are to be held as and when required although there will be a minimum of two meetings per year.

Membership

The Committee will consist of a minimum of three councillors and will elect a Chair and if felt necessary a Vice Chair as its first business at the first meeting subsequent to the Annual Meeting of the Council in each year. Any elected committee member can preside, by agreement, in the absence of a Chair. The quorum for the meeting will be three councillors. The Vice Chair of the Council will have automatic membership and full voting rights. The Village Council Chairman will not be a member of the committee.

Responsibilities

- 1) Line management of the parish clerk (to include annual appraisal; periodic meetings to discuss workload and conditions to ensure the council is exercising a duty of care for its employee).
- 2) To ensure the clerk undertakes annual appraisals of council staff.
- 3) Monitoring leave requests and absences in line with contract of employments.
- 4) To take all action necessary to advertise, select and interview candidates to make an appointment within budgetary constraints.
- 5) To consider and deal with grievance and disciplinary issues relating to all employees and councillors.
- 6) To be responsible for the development and training of staff to ensure that they have skills to do their job.
- 7) To make appropriate recommendations and monitor development and training for Village Councillors.
- 8) To determine the staffing levels necessary to efficiently discharge the work required by the council and to review the workloads periodically and report any recommendations for change to full council.

- 9) To determine the pay and conditions of employment of all council staff and to review and update these as necessary to comply with the law and with good practice and to recommend such review and updates to full council for adoption.
- 10) To ensure the Health and Safety of staff employed by providing appropriate PPE, tools and equipment and to train staff as necessary to safeguard their health & safety at work.
- 11) Where a complaint is against member of the Personnel Committee that member shall temporarily stand down, whilst the investigation takes place, and another Councillor be temporarily appointed.
- 12) The Committee will hold delegated powers to deal with all personnel, employment and recruitment issues with reports and recommendations made to the village council as necessary. In cases of emergency that will not wait until the next council meeting, the committee will have full powers to act on behalf of the council.
- 13) All Members must preserve confidentiality for all individual staffing matters pertaining to the business of the Committee as well as adhering to the Data Protection Act 1998 in the course of their duties.