



THAXTED PARISH COUNCIL

Personnel Committee

Prime Objectives

To supervise the personnel needs of the Council as a whole. To ensure that actions taken by the Council are aligned with those relevant to HR Law and procedures and to actively seek advice from leading operators specialising within this field wherever necessary.

To review and consider Standing Orders, Financial Regulations and Terms of Reference within which this Committee should operate, making recommendations to Council on the same.

To ensure staffing levels are satisfactory to run the Parish Council efficiently. To ensure that annual staff appraisals are conducted for all Officers and to annually appraise the Clerk, in order to maintain a stable and motivated workforce. To handle staff grievances and disciplinary action in line with the Council's policies.

1. Terms of Reference

- 1.1. Membership shall be appointed at the Annual Council Meeting and shall comprise only of councillors who are Chairman of all other Parish Council Committees. A Change of any other Committee Chairman mid-term will automatically invoke membership status.
- 1.2. No business may be transacted at a meeting unless at least one-third of the whole number of members of the Committee are present and in no case shall the quorum of a meeting be less than three.
- 1.3. To elect a Chairman and Vice Chairman for each civic year.
- 1.4. To review and submit for Council's consideration Terms of Reference for this Committee.
- 1.5. To authorise the attendance of Members or Officers at conferences or courses including the incurring of necessary expenditure.
- 1.6. The Committee has authority to act and spend monies in accordance with that agreed in the annual budget and within the terms of reference of this Committee.
- 1.7. To ensure that all Officers are conversant with the Employees Handbook governing their modus operandi at work.
- 1.8. Appraisals are conducted for all Officers Annually. the Clerk shall Appraise all staff annually and report all appraisals to this committee.
- 1.9. To conduct the Parish Clerk's annual appraisal.
- 1.10. To handle staff grievances in accordance with the Council's Grievance Policy.
- 1.11. To handle staff disciplinary matters in accordance with the Council's Disciplinary Policy.
- 1.12. To authorise the advertisement of vacant posts within an agreed staff establishment, other than for the post of Parish Clerk which must be the responsibility of the Council.
- 1.13. Annually to review staff salaries and making recommendations to the Council.



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- 1.14. To agree contracts, job descriptions and suitable salaries for all staff. At the Committee's discretion, this matter may be delegated to the Chairman and/or the Vice-Chair of the Committee and the Parish Clerk for progression who will report back to the Committee.
- 1.15. To develop and monitor a robust annual training programme for staff and members.
- 1.16. Matters of an urgent nature requiring settlement before the next meeting of the Council may be dealt with by the Parish Clerk after consultation with the Chairman/ Vice-Chair of the Committee but must be submitted for approval or otherwise to the next meeting of the Council.

2 Delegation of Powers

To the Committee

- 2.1 Those functions contained in paragraphs 1.4 – 1.14 inclusive shall be delegated to the Committee.

To the Chairman and Vice Chairman

- 2.2 Representation of the Council at any Committee, Sub-committee, panel or form of another authority to support the Council's best interests on any matter within the remit of this Committee.

To the Parish Clerk

- 2.3 Matters in 1.15 to 1.16 above.
- 2.4 Expenditure on items where the Council (or the appropriate Committee under delegated powers) within a budget approved by the Council has agreed the expenditure.
- 2.5 Acting as the Council's "Proper Officer" in all cases where any legislation requires the appointment of such an Officer.
- 2.6 Expenditure on items as contained and authorised within the Parish Council's Standing Orders.

