

SHRIVENHAM PARISH COUNCIL

PERSONNEL COMMITTEE

TERMS OF REFERENCE

1. Purpose

The purpose of the **Personnel Committee** is to oversee the organisation, employment, management and terms and conditions of employment of the Council and to make appropriate recommendations to the Council for ratification.

2. Membership

The **Committee** shall comprise **4** Councillors. The **Committee** quorum is **three (3)** and the **Committee** shall meet **as required**, and at least once per year.

3. Minutes

The Clerk to the Council shall be responsible for ensuring that proper minutes are kept of all Committee meetings and that where necessary appropriate reports are generated and circulated. The Chairman may make alternative arrangements to undertake this task, or to assist in undertaking the work, but must ensure that a conflict of interest is not thereby created.

4. Functions

The **Committee** will be responsible, in conjunction with the Clerk to the Council or other professional advisers, for:-

- developing HR strategy
- developing and reviewing HR policies and procedures
- staffing levels and structure
- job descriptions/person specifications
- overseeing staff recruitment, selection and appointment
- staff vetting
- staff retention
- determining or reviewing staff conditions of service and general terms of employment
- salary grading and pay including annual staff review and other remuneration matters
- leave entitlements including annual holiday, sickness, statutory entitlements and special leave
- special conditions relating to a specific post or individual
- allowances, expenses and subsistence
- working hours
- pension arrangements
- sickness absence management
- trade union membership recognition
- staff performance review/appraisals
- operation of the Council's disciplinary, grievance, capability, grading and appeal procedures and equal opportunities policy
- health, safety and welfare of staff

- any other matters delegated to the **Committee** or deemed relevant to these terms of reference.

5. Specific Sub-committees or Panels

Smaller and specifically focussed Sub-committees should be set up to deal with confidential personnel matters such as capability, discipline or grievances as provided for in the relevant Council procedures.

A Recruitment and Selection Panel should also be set up, for example to appoint a Clerk, comprising the interview panel (of perhaps three Councillors and a professional adviser if required) who are involved throughout the recruitment and then the selection process.

6. Confidentiality

Parts of the meetings of this **Committee** will be confidential to the members of the Personnel Committee with the press and the public excluded where appropriate.