

Belton Parish Council

PERSONNEL COMMITTEE TERMS OF REFERENCE

Date adopted: Jan 2022

Next Review date: May 2025

Author: **Belton Parish Council**

1. Purpose of the Committee

The Personnel Committee is constituted to ensure that the Parish Council meets its obligations as an employer and to ensure that staffing related policies are reviewed and updated as necessary.

The Committee Terms of Reference should be used in conjunction with the adopted Council Standing Orders.

2. Roles and Responsibilities

The Personnel Committee has delegated authority from the Parish Council:

- 2.1. To deal with all matters relating to the establishment, recruitment, appointment and terms and conditions of employment for all staff.
- 2.2. To establish a programme of training for councillors and employees to encourage professional advancement and effective decision making throughout the Council's activities and to ensure, so far as possible, adequate financial provision to secure these objectives.
- 2.3. To establish and regularly review personnel policies and procedures.
- 2.4. To undertake the performance management of the Proper Officer/Clerk including annual appraisal and to receive reports from the Clerk in relation to the appraisals for other employees.
- 2.5. To determine and monitor appointment procedures.
- 2.6. To convene an Appeals Committee, if required, for dispute resolution.
- 2.7. To annually review staffing levels and make recommendations to full council.
- 2.8. To review staff salaries and make recommendations to full council.

3. Membership

- 3.1. The Committee shall be made up of 3 Parish Councillors, appointed to the Personnel Committee at the annual meeting of the Parish Council, held in May, in accordance with the adopted Council Standing Orders section 4 and 5.
- 3.2. The membership will consist of the Vice Chair of the Council and 2 other Councillors, as appointed at the annual meeting. The Chair will be elected at the first meeting of the Personnel Committee.
- 3.3. Substitution will not apply to the Personnel Committee.

4. Delegated Powers and Decision Making

Recommendations on decisions to be made should be presented to full Council for consideration and decision.

5. Meetings

- 5.1. Meetings will be convened on a needs basis but a meeting will be held in October to review staff salaries., Meetings will normally exclude the press and public. Exclusion of the press and public must be minuted.
- 5.2. Meetings will be scheduled by the Clerk, to meet with Council staffing requirements.
- 5.3. The dates of future meetings will be made publicly available via the Belton Parish Council website and on noticeboards.
- 5.4. Where appropriate, additional meetings of the Committee may be called to consider urgent or additional business.

- 5.5. At least 3 clear days' notice shall be given to Committee Members.
- 5.6. 3 Members shall constitute a quorum.
- 5.7. Personnel Committee minutes will be presented to the Personnel Committee for adoption. Any recommendations arising from the meeting for consideration and approval by full Council.

6. Conduct

- 6.1. It is expected that all Committee members abide by the principles and practice of Belton Parish Council's Code of Conduct including declarations of interests.
- 6.2. The Committee will achieve this through applying the following principles:
 - 6.2.1. Be clear and open when their individual roles or interests are in conflict.
 - 6.2.2. Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief.
 - 6.2.3. Actively promote equality of access and opportunity.

7. Changes to the Terms of Reference

- 7.1. The Personnel Committee terms of reference will be annually reviewed by Belton Parish Council as part of its internal governance controls.
- 7.2. Any amendments to the Terms of Reference are subject to Belton Parish Council approval.