

Kirmington & Croxton Parish Council

Terms of Reference for the Personnel Committee.

1. Membership of the Committee shall be 3 and may include either the Chairman or Vice Chairman of the Council.
2. There shall be a Personnel Appeals Committee comprising of 3 members that may include the Chairman or Vice Chairman but not members that are on the personnel committee or have knowledge of the Appeal subject.
3. The Committee will consider all matters relating to the appointment, employment and disciplinary matters of all Parish Council staff in accordance with the NALC document "Being a Good Employer", including compiling job adverts, undertaking the short-listing process and conducting interviews, with the assistance of the Clerk where appropriate.
4. The Committee will devise an annual appraisal process for all staff which will be undertaken by two members of the Personnel Committee and the Clerk where appropriate.
5. Committee will ensure that all new employees receive a written contract of employment within two calendar months after the date they commenced work.
6. The Chairman of the Personnel committee should sign all staff contracts and confirm successful completion of probation periods in consultation with the Clerk.
7. The Committee is responsible for ensuring:

that the council is applying current employment legislation; that regular health and safety checks are carried out for all staff; that staff working conditions are acceptable; that they provide a pastoral care role; that staff are confident in procedures followed by the council for all matters relating to their employment, that staffing levels are appropriate to the work of the council.

8. The Committee should ensure that all new employees complete a probationary period during which they are assessed and given induction training which should include an introduction to the councillors and employees, an organisation chart,

health and safety information about their workplace and work, and any other relevant information. The Clerk may carry out inductions for other employees if applicable and agreed by the Committee. The Committee should co-ordinate the induction of the Clerk.

9. Depending upon the items in private session non committee members could be allowed to remain. Should the committee be discussing a grievance, disciplinary or other such matter then only the committee members should be summoned to attend, or councillors and members of the public leave at the point the meeting moves into private session.

10. The Committee will be responsible for devising and arranging the adoption of the following Policies:

□ Discipline □ Grievance □ Equality and Diversity □ Health and Safety (such as fire policy, VDU use, eye care, alcohol and drugs, major incident policy, employee counselling) □ Bullying and Harassment/ dignity at work □ Computer use □ Email, internet and telephone □ Absence (sickness, holiday, authorised/unauthorised, TOIL) □ Expenses (travel, subsistence) □ Retirement □ Data Protection/ Freedom of Information □ Family friendly (e.g. maternity, paternity, adoption, parental leave, special leave, flexible working) □ Conduct (e.g. use of council property, conflict of interest/ethics)

11. The committee shall be responsible for monitoring and delivering employees' development and training needs, including agreeing procedures for making training and development requests.

12. The Committee shall have delegated power to incur expenditure within the approved budgets, including recommending to Council an appropriate budget for staff training and development.

TERMS OF REFERENCE FOR THE PERSONNEL
COMMITTEE

REVIEWED AT PERSONNEL MEETING ON 14.06.2022

ADOPTED BY FULL COUNCIL ON 14.06.2022.

NEXT REVIEW DUE MAY 2023.