

## **Meopham Parish Council Personnel Committee Terms of Reference**

### **1. Objective**

- 1.1. The Personnel Committee will deal with all personnel issues affecting the staff, including recruitment and financial aspects, absence (both authorised and unauthorised) pay and conditions of service and has delegated authority to act under S101 1972 LGA.

### **2. Membership**

- 2.1. The Committee shall consist of the Chairman of the Council, Chairmen of all Standing Committees (with the exception of the Planning Applications Committee Chairman as the Chairman is a rotating Chairman) and Vice-Chairman of the Council. The committee's Chairmen and Vice Chairman will be elected at the Annual Council Meeting in May.
- 2.2. The Quorum for a meeting will be a minimum of 4 Councillors

### **3. Meetings**

- 3.1. The Committee will meet as and when is necessary

### **4. Voting**

- 4.1. The Councillors' Code of Conduct will apply to all members of the Committee
- 4.2. The conduct of the meetings (declarations of interest, debate, voting etc) will be governed by the Council's Standing Orders.
- 4.3. Decisions will be taken by a majority vote

### **5. Rights and Powers**

- 5.1. The Committee will have limited delegated powers to:
- 5.1.1. Make recommendations to the Council for consideration and approval
- 5.1.2. Take action on behalf of the Council on matters specified in 6.1
- 5.2. The Committee may appoint appropriate sub-committees or working group(s) and their members to facilitate the work of the committee unless previously appointed by the council.
- 5.3. The Committee may convene extra-ordinary meetings in accordance with the Council's Standing Orders

### **6. Responsibilities**

- 6.1. The Committee is to take action on behalf of the council on the following:-
- To establish and keep under review the staffing structure in consultation with the Full Council
  - To draft, implement, review, monitor and revise policies for staff

- To oversee the appointment of staff, to approve job descriptions and to take the lead on the recruitment and selection of staff, following approval from Full Council.
- To arrange execution on new employment contracts and changes to contracts
- To ensure that all staff have an annual appraisal and advise the A&R Committee on any training requirements for staff
- To keep under review staff working conditions and health and safety matters
- To monitor and address regular staff absence
- To make any recommendations on staffing related to expenditure to the Full Council
- To undertake any process leading to dismissal of staff (including redundancy)
- To consider a grievance or disciplinary matter or any appeal
- To be the focal point of all staffing issues and make recommendations to the Full Council on any staffing related issues
- To keep up to date with developments in employment law and check that the council complies with the appropriate requirements
- To make recommendations to Full Council on staff remuneration
- To make recommendations to Full Council concerning the introduction of a staff Occupational Pension Scheme
- To oversee the operation of the staff Occupational Pension Scheme once it is established
- To oversee the process of co-option of a councillor to fill a casual vacancy as set out in the MPC Co-option Policy

**6.2.** When recommending undertaking a new activity/event/service provision to MPC, the Committee will provide an assessment of potential risks/benefits and estimated cost of the undertaking

## **7. Training**

**7.1.** Members of the Committee are encouraged to attend training as appropriate for the Personnel Committee

**Reviewed and approved: 14.05.19**

**Amended and approved: FC 29.10.19**