

GNOSALL PARISH COUNCIL

Personnel Committee Terms of Reference

Membership

Membership of the Committee will consist of up to five councillors, in addition to the Chairman and Vice-Chairman of the Council, who would be ex officio members. Non-councillors may be co-opted where expert advice is needed (not to exceed the number of members minus 1).

Meetings

The Personnel Committee will meet at least twice a year.

Quorum

A minimum of three Committee members, or one-third of the membership of the Committee, would constitute a Quorum of the Committee.

Principal Objectives

To ensure that correct procedures are applied and regularly monitored in all employment and other issues relating to the Council's personnel, volunteers and contracted staff.

Duties and Functions

- 1) To be responsible for staff recruitment and retention.
- 2) To ensure that all staff have contracts of employment that comply with current legislation and to review contracts where necessary.
- 3) To consider annual appraisal of the Clerk's performance, carried out by the Chairman of the Council, as the Clerk's Line Manager, and take necessary action thereon. The Chairman of the Council will undertake recognised appraisal training if necessary.
- 4) To consider annual appraisals of other Council personnel, carried out by the Clerk, as their Line Manager, involving other members of the Committee where appropriate, and take necessary action thereon.
- 5) To make recommendations to Council on annual salary awards for inclusion in the budget process.
- 6) To investigate and apply the Council's disciplinary and grievance procedures and take all necessary action thereon.
- 7) To apply the decisions of the Appeal Committee and take necessary actions thereon.
- 8) To examine any other employment, contracted or volunteer matters of the Council that may arise from time to time, including monitoring and implementation of correct procedures.

Approved 8.2.16