

Pontesbury Parish Council Personnel/Human Resources Committee

Terms of Reference

Members:

The Committee will comprise **five members to include the Parish Council Chairman and Vice-Chairman.**

Membership of the Committee is established at the annual meeting of the Council.

The Committee shall elect a Chairman and Vice-Chairman for each civic year.

Co-opted members may join the committee during the year if authorised by the Council.

Three members of the Committee shall constitute a quorum for meetings.

Frequency of meetings

One meeting will be held every year to review all staff contracts and job descriptions and HR policies. Otherwise meetings will be convened as and when necessary, e.g. to deal with grievance or disciplinary matters, to recruit to staff vacancies; or to deal with other emerging personnel issues.

The Committee shall undertake the following roles and functions:

General:

Members will be advised by the Parish Clerk whether or not a particular item under discussion is within the Committee's delegated powers. If it is within delegated powers, the minutes will record the decision as **RESOLVED**. If not, then the minutes will record the decision as **RECOMMENDED** and it will then be brought to the attention of the Council for decision when seeking approval and adoption of the Committee minutes.

Specific Delegated Powers:

1. To review staffing structures and levels and make recommendations to the Council.
2. To agree and review annually contracts of employment, job descriptions and person specifications for staff.
3. To review staff salaries and terms of conditions and make recommendations to Council.
4. To appoint from its membership a recruitment panel when necessary and recommend appointments to Council. Recruitment panels will normally include three members in

the case of appointment to the Parish Clerk or RFO posts; and one member of the Committee plus the Clerk for all other posts.

5. To appoint from its membership three members to act as a disciplinary panel and as an appeals panel in the case of any appeal against disciplinary action taken by the Parish Clerk.
6. To appoint from its membership three members to hear any formal grievance made by the Parish Clerk and any appeal by other staff against the outcome of a grievance investigation undertaken by the Parish Clerk.
7. To review health and safety at work for all Council employees.
8. To review all Council policies that relate to staff employment on an annual basis.
9. To ensure the Council complies with all legislative requirements relating to the employment of staff.

To be reviewed by Full Council
17th May 2021