



Personnel and Policy Committee Terms of Reference

Agreed by Full Council – November 8th 2023

Number of Councillors	7	Quorum	3
Officer attendance (advisory – no voting rights)	Parish Clerk		
Meeting regularity	Quarterly		
Notes			
<ol style="list-style-type: none"> All meetings to be convened with agendas and minutes as per the council's standing orders. Open to the public. Invited guests and representatives may attend meetings for input and consultation as deemed necessary. Minutes of personnel and policy committees will be included in full council agendas to keep all councillors informed. 			

Purpose of this committee

This committee oversees the management of the council's staff and scrutinises policies, procedures and such like and includes the following responsibilities:

- To ensure policies are in place for the employment of staff to include ensuring that the council complies with all legislative requirements. To review these policies, in line with any changes in legislation and best practice. All policies to go to full council for final approval.
- To review annually health and safety at work policies, procedures and training for all council employees.
- To make recommendations to full council regarding staffing structure.
- To agree and review contracts of employment¹, job descriptions and person specifications for staff.
- To review staff salaries and make recommendations to full council.
- To receive updates on any issues relating to staff and appraisals from the parish clerk.
- To conduct the parish clerk's appraisal (2 or 3 members).
- 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 post; and at least one member of the committee plus the clerk for all other posts.
- To perform panel roles as detailed in the grievance and disciplinary procedure.
- To scrutinise any new policies² or policy revisions, procedure or suchlike before they go to full council for approval.
- Should the committee propose a project/action requiring council finances this would require approval from full council.

¹ Contracts should use national templates.

² Policies/procedures covered by the Amenities Committee are not included