CALSTOCK PARISH COUNCIL

Terms of Reference - Personnel Committee

1. Personnel Committee Structure.

Because of the nature of the Committee a maximum of 6 councillors will sit. The Chair and Vice Chair of the council will have voting rights and 4 other people shall be appointed with the same voting rights. The quorate number for a meeting to take place shall be 3.

2. Appointment to the Personnel Committee

2.1 Those wishing to be considered for the Personnel Committee should submit a written nomination to be heard at the Annual Meeting.

2.2 A ballot will be held at the Annual Meeting if more than 4 other members wish to be considered. Members shall then be appointed at the Annual Meeting.

2.3 Should a vacancy arise during the municipal year the same process (outlined in 2.1 and 2.2) will be held at the next Full Council meeting after the vacancy has arisen.

3. Chair

3.1 The Chair of the Committee will be elected at the first committee meeting held after the annual council meeting.

3.2 Should the Chair of Personnel resign - or for any other reason be unable to hold the position during the municipal year – the committee will elect a chair at the first committee meeting after the Full Council has approved the Committee's membership.

4. Delegation of responsibilities

4.1. Personnel and Staffing

4.1.1 To draft and keep under review the staffing structure of the Council and make recommendations as appropriate.

4.1.2 To keep under review staff work/life balance, working conditions and wellbeing, including the monitoring of absence.

4.1.3 To keep under review all staff contracts of employment, terms and conditions and make recommendations to full council.

4.1.4 To monitor the Council's employment (and other relevant) policies and procedures in respect of changes to legislation and make recommendations to Council where appropriate.

4.2 Performance

4.2.1 To carry out Clerk's appraisals (and other staffing members are appropriate).

4.2.2 To make recommendations on personnel related expenditure to the Finance Committee of the Council.

4.2.3 To identify training requirements through appraisal and agree staff training programmes.

4.3 Complaints.

4.3.1 To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure.

4.3.2 To investigate and, where appropriate, hear complaints made under the Council's Grievance and Disciplinary Procedure and take whatever action necessary.

4.4 Councillors

4.4.1 To provide induction training for all new Councillors.

5. Budget

5.1 Before November in each year the Personnel Committee will be responsible for preparing a budget for the following financial year.

5.2 After the budget has been approved by the full council the Personnel Committee will have delegated authority to ensure that spend is carried out in accordance with the budget.

6. Environment and Climate Change

In addition, the Personnel Committee will ensure the Environment and Climate Change's Strategy's objectives are considered and implemented where possible within the Committee's responsibilities, as outlined above.