



BLEADON PARISH COUNCIL

PERSONNEL & CONTRACTS COMMITTEE

TERMS OF REFERENCE

1. PURPOSE

The Personnel & Contracts Committee is appointed by and is solely responsible to the Bleadon Parish Council. The Committee duties are defined and agreed by the Main Council. The committee will meet six monthly but can also be convened to deal with special events as they occur.

2. MEMBERSHIP

All members of the Committee will be Councillors. The Committee will consist of three Councillors and in addition Chairman of the Council will automatically be a member. The Committee Chairman will have a casting vote when required. At its first meeting it will elect a Chairman to preside at its future meetings and will also elect a Vice Chairman if it wishes – to be re-elected each year after the Annual Meeting of the Parish Council. A quorum at the Committee meetings will consist of three members. The Vice Chairman of the Council will not automatically be member of the committee and will have no full voting rights unless appointed as committee member.

3. RECORD OF PROCEEDINGS

Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors with recommendations for the next Full Council meeting apart from matters where the Committee has delegated powers. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes.

4. RESPONSIBILITIES

Primary Purpose: to ensure the council complies with the requirements of employment law and follows best practice in providing good working conditions for staff, including health and safety.

The Committee will have the following duties and has full delegated powers in relation to the defined terms of reference only.

The Personnel & Contracts Committee has the delegated responsibility for:

- a) Recruitment and selection of a Parish Council Officer and where necessary the Locum Clerk
- b) Recruitment and short-listing of applicants for Parish Council Officer posts. The successful short-listed applicants to be interviewed by the Personnel Committee. A recommendation from the Personnel Committee in each case will be submitted to Full council for ratification .
- c) Reviewing contracts staffing policies and procedures annually
- d) Considering and implementing any changes, which are required to comply with Employment Law, Health & Safety Law and Terms & Conditions of Service as laid down by the National Joint Council (NJC 'Green book') and recommended by National Association of Local Councils NALC) and Society of Local Council Clerks(SLCC).

- e) Approving requests within the training budget for personal development training and health and safety requirements.
- h) Reviewing job descriptions, person specification, staff establishment (including promotion re-grading, redundancies and fixed term contracts) and to approve all contracts of employment.
- i) Considering and implementing pay awards, and payroll management.
- j) Reviewing staff pension arrangements with the exception of Employer Discretions as laid out in the Employer Discretions Policy.
- k) Managing long term sickness and incidents at work in line with the council's Sickness Absence Policy
- l) Working to determine the staffing levels necessary to efficiently discharge the work required by the council and to review the workloads periodically
- m) Ensuring that all staff have an annual appraisal generally to be held in the month of January
- n) Ensuring that the Clerk has everything required for managing other staff and contractors.
- o) Ensuring that the Council is kept up to date with developments in employment law via specialist HR support
- p) Awareness of sources of expert advice on employment matters and to ensure that the council uses such sources when there is any doubt about good employment practice.
- q) Undertaking training identified from time to time to support their role as Council's staffing committee
- r) Managing any issues referred to the committee by Full Council
- s) To act as a grievance and disciplinary panel.
- t) To undertake preparatory work in relation to ongoing/maintenance contracts, including – but not limited to – developing specifications, advertising for expressions of interest and the recommendation of contract awards to full Council.

5. DECISION MAKING

The Parish Clerk will advise members 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.