

BOUGHTON UNDER BLEAN PARISH COUNCIL

Personnel Committee Terms of Reference



Adopted: 13 June 2023

Last reviewed: October 2024

Next review: June 2025

General

1. The Public and Press may not be admitted to these meetings as *“In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting as publicity would be prejudicial to the public interest because of the confidential nature of the business to be considered”*.
2. Members must preserve confidentiality of all individual staffing matters pertaining to the business of the Committee
3. The committee shall have a minimum of 3 members and a maximum of 4
4. The committee shall hold meetings as required
5. The Committee will be mindful:
 - of the legal framework for, and good practice in, employment matters
 - of the confidential nature of employer-employee matters
 - of the nationally negotiated model contract, benchmarking and terms and conditions for the employment of the Clerk to the Council
 - of relevant council protocols and policies

Terms of the Committee

This Committee shall have delegated powers to:

1. Review staffing structures and levels and make recommendations to the Council
2. Draft, implement, review, monitor and revise staffing policies
3. Oversee the full recruitment process including advertising and interviewing of potential staff and recommend appointments to the Council
4. Review and revise employment contracts in consultation with staff and in compliance with legislation and, as appropriate, to recommend any changes to the Parish Council
5. Review staff salary pay scales, benefits and pensions
6. Review annually (or as required) staff job descriptions and ensure it reflects the requirement of the role
7. Review annually (or as required) staff working conditions and Health & Safety matters
8. Review annually (or as required) staff training requirements
9. Review staff appraisals in accordance with Standing Order 19.C
10. Make recommendations on staffing related expenditure to the Parish Council
11. Propose annual staffing budget allocations to the Finance Committee
12. Consider any grievance matter in accordance with the Grievance Policy
13. Ensure the Council complies with all legislative requirements relating to the employment of staff.
14. All Personnel Committee meetings shall be minuted and subsequently approved at the next meeting of the committee
15. A committee report shall be provided to the Council following any committee meeting and duly recorded in the Minutes of the Council