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## **Haddenham Parish Council Personnel Sub-Committee Terms of Reference**

**May 2024**

Next review: May 2025

### **Purpose of the committee**

The Personnel Committee will be a sub-committee of the Finance and Governance Committee with responsibility for dealing with all issues relating to the employment of staff by Haddenham Parish Council.

### **Membership**

The committee shall consist of a minimum of three Members of the Parish Council to form a quorum. The membership will be agreed at the Annual Parish Council meeting held in May each year, where the Chair of the Committee will also be appointed. At its first meeting after the annual meeting the committee will appoint a Vice-Chair who will chair the meetings in the absence of the Chair. The Chair and Vice-Chair of the Parish Council will be ex-officio members of the committee and will have full voting rights if in attendance. Any changes to the membership of the committee during the year will be ratified by a vote of the committee

### **Meetings**

The committee will meet once a year to review staff salaries and as and when necessary to deal with other employee related matters.

A quorum of 3 members will be required for a meeting to take place. If a meeting is not quorate the meeting will be cancelled and the business deferred to the next meeting of the committee or of the full council.

### **Confidentiality**

All meetings will exclude members of the public due to the confidential nature of the business to be discussed and all members must respect the confidential nature of the information shared.

### **Delegated Powers**

The committee will have delegated powers to deal with all matters relating to the employment of staff by the council, however any review of salaries or other matters with a financial impact will need to be reviewed by the Finance and General Purposes Committee and approved by full council.

## **Powers and Responsibilities**

- To ensure all relevant policies and procedures relating to the employment of staff are in place and are kept up to date by regular reviews.
  - Staff Handbook
  - Disciplinary and Grievance Policy
  - Equality Statement
  - Fairness and Dignity at Work Policy
  - Recruitment Policy
- To review staff salaries annually and make a budget recommendation to full council.
- To ensure that the terms of employment of all employees are equitable.
- To ensure the parish council complies with the requirements of auto-enrolment of employees into a pension scheme and that all employees are kept informed during the process.
- To ensure that all employees are given an equal opportunity to pension rights.
- To manage the recruitment and employment of new staff according to the Council's recruitment and employment policies.
- To manage the use and deployment of volunteers
- To regularly review staff contracts to ensure they are up to date and compliant with current legislation.
- To deal with any staff disciplinary or grievance matters in line with the Council's policy.
- To ensure all employees are aware of the Council's Health and Safety Policies and abide by them.
- To ensure that employees have a safe and healthy working environment and address any address any issues that arise relating to an employee's health or safe working.
- To ensure all staff have an annual appraisal and if required interim appraisals, and to review any unresolved issues arising.
  - The Clerk will be appraised by the Chair of the Council.
  - Other staff will be appraised by the Clerk.