



H A D D E N H A M
P a r i s h C o u n c i l

Parish Council Office, Banks Park, Banks Road, Haddenham, Buckinghamshire HP17 8EE
Phone: 01844 292411 email: clerk@haddenham-bucks-pc.gov.uk

Haddenham Parish Council

Personnel Committee Terms of Reference

Purpose of the committee

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

Membership

The committee will consist of 4 members of the Parish Council who will be confirmed by the Parish Council at its annual meeting held in May each year. At its first meeting following that meeting the committee will appoint a Chairman and a Vice-Chairman. Any changes to the membership of the committee during the year will be ratified by a vote of the committee. The Chairman and Vice-Chairman of the Council will be ex-officio members 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



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- 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 Chairman of the Council.
 - Other staff will be appraised by the Clerk.

Adopted: 07/03/2016 PC16/165(iv)