

Stockton Heath Parish Council

Personnel Group

Terms of Reference

These terms are supplemental to, and do not in any way override, the Parish Council standing orders and/or Financial Regulations.

These Terms of Reference were adopted by the full parish council at its meeting on 14 May 2019

These Terms of Reference will be reviewed annually.

1. **Objective**

Stockton Heath Parish Council's Personnel Group is constituted to consider and make recommendations on matters regarding employment of Parish Council officers and on policies relating to employment.

2. **Membership**

- 2.1 The Personnel Group shall comprise of the Chair of the Parish Council and the Chairs of the council's committees and any other members as may be elected at the Annual Meeting of the Parish Council held in May, or at such other times as appropriate.
- 2.2 The quorum of the Personnel Group shall be three members.

3. **Conduct of Meetings**

- 3.1 All meetings of the Personnel Group will be held in accordance with the standing orders, financial regulations and other such policies as exist of the Parish Council.
- 3.2 The committee shall meet when required, with sufficient notice given to its members.
- 3.3 The Parish Clerk or the Chair of the Parish Council or a member of the Personnel Group may call additional meetings as and when necessary, with three clear days' notice.

4. **Responsibilities and areas of operation**

- 4.1 To consider and make **recommendations** on matters regarding the recruitment (including advertising, selection and interviewing) and employment (including terms of employment, job description and salary scale) of Parish Council officers.
- 4.2 To consider and make **recommendations** on officers pay awards based on an annual appraisal; and to consider and make **recommendations** following notification of the statutory pay award released by the Joint National Council.
- 4.3 To consider and make **recommendations**, on issues arising from the complaints procedure or the discipline and grievance procedure.
- 4.4 To consider and make **recommendations**, as appropriate, on training and development needs.

4.5 To review all relevant policies and procedures covering employment issues on an annual basis and **recommend** any changes for the consideration of the Parish Council.

5. Documentation

Notes relevant to the decision making process will be retained in accordance with the Document Retention and Disposal Policy. Documentation of a confidential nature will be held securely and disposed of by means of shredding.

6. Responses

All correspondence should be conducted through the Parish Clerk wherever possible.

7. Review

These terms of reference to be reviewed annually.