



# Ingatestone and Fryerning Parish Council

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## **Ingatestone and Fryerning Parish Council Personnel Committee Terms of Reference**

These Terms of Reference were approved at Full Council on 10<sup>th</sup> May 2018.

The Personnel Committee sits and functions under the delegated authority of the Parish Council. Like the Full Council, it exercises its authority as a collective body. The Personnel Committee has the delegated authority to make decisions on behalf of the Full Council on matters within its areas of responsibility without the needs for these decisions to be ratified by the Full Council. In other cases it makes recommendations to the Full Council. This does not affect the overall compliance with Financial Regulations where certain financial actions but be approved by Full Council.

### **Terms of Reference**

These are to be reviewed annually by the committee and submitted to the Full Council.

### **Membership**

Membership of the committee is to be 6 councillors (3 to actively deal with day to day matters and 3 to be called on if a dispute arises) all of which must be members of the Policy and Resources Committee. Members will be decided and appointed annually in the Full Council's Annual Meeting, in accordance with the protocols laid down in the Standing Orders and Guide to Standing Orders.

### **Chairman**

The Chairman and Vice-Chairman of the committee will be elected annually by the members of the committee at its first meeting after the Annual Meeting of the council.

### **Quorum**

A quorum will be reached with a minimum of 3 Councillors.

### **Emergency Powers**

Generally staffing matters should be dealt with in committee meetings, however, in exceptional circumstances, if there is an emergency personnel or staffing issue, the Clerk shall take the initial action – informing the Chair and Vice-Chair as soon as possible. The matter or outcome is to go to the next regular meeting, or an extra meeting is to be called if the time before the next regular meeting would cause unnecessary delay.

Examples of 'exceptional circumstances' may include a serious offence, gross misconduct or other major incident or accident. The Clerk may also accept an unexpected resignation, but must report as above.

### **Responsibilities**

The Personnel Committee delegates the responsibility to the Clerk to provide day to day oversight, direction, guidance and support for the work of the council staff. The Clerk is also responsible for managing annual leave, approved lieu time and monitoring sickness. It is the responsibility of the Clerk to bring serious matters of concern to the Personnel Committee, including unusual or extended sick leave patterns.

The Clerk should always seek external advice from the EALC and retained HR sources, as and when needed. Generally, the Clerk is the named officer to approach such external bodies.

In matters connected with the Clerk's performance or management, the Personnel Committee will authorise their Chair to contact these bodies. If the Chair is not available the committee will nominate a member.

If any member of the staff is unhappy with the line management and feels they have to bypass the normal structure, they may request a meeting with the Chair and Vice-Chair or in their absence two other members of the committee. The outcome is to be taken to the next committee meeting or an extra one called.

The Personnel Committee manage, on behalf of the council, advised as necessary by the Proper Officer the following:

- The overall performance of the staff, delegating the day-to-day line management of the Clerk. The committee will be the body authorised to guide and assist the Clerk.
- Approving any overtime requirements within the committee's budget.
- Ensuring the delivery of regular staff appraisals and noting and agreeing any actions and outcomes.
- Nominating a member to carry out the Clerk's appraisals and reporting any actions etc as above.
- Dealing with matters of individual or group discipline through the established management ranks, offering guidance and support to line management as appropriate.
- If the problems require disciplinary and grievance procedures, then these will be directed to the appropriate panel as per the adopted procedures.
- The results of these disciplinary and grievance procedures are to be brought to the Policy and Resources Committee in the first instance – and the committee will make recommendations to Full Council.
- Any appeal will be reported to Full Council for the appeals procedure to be implemented.
- Carrying out an annual review of the Council's employment policies, making recommendations to Full Council for any alterations/amendments.
- Periodically reviewing staff contracts and initiating any amendments/alterations taking into account the correct employment law procedures.
- Through the Clerk (RFO) the committee will be aware of pay, NI, pension contributions and other related expenses, and ensure that legal requirements and recommendations are complied with.
- The committee will forward details of resignations to Full Council and will initiate filling the vacancy in accordance with the Council's approved recruitment policy.
- Advertising for new staff, conducting interviews and making recommendations to the Full Council.
- Contracts of employment for new staff members are agreed by the Personnel Committee but are referred to Full Council for acceptance.
- The committee Chair and/or Vice-Chair may approve the Clerk's annual leave, lieu time and expenses claims. Details of periods exceeding 1 day should be passed to all committee members – to a meeting, or via email if granted and take between meetings.

In addition, the committee provides responsible oversight and guidance in the management of the budget allocated to personnel.