

Personnel & H.R.  
Committee Terms Of  
Reference.

Adopted 15 May 2023

*To be reviewed annually*



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### Primary Purpose

This Committee is responsible for the overall management of council employees including recruitment and performance. The Committee is a Standing Committee of the Council and will also oversee recruitment and matters relating to the performance of council's role holders in line with relevant legislation and the council's employment policies. It will also oversee matters relating to the Code of Conduct and the role of Council members.

Definition: Role-holders include Councillors, employees and volunteers.

### Membership

The Committee shall comprise of no fewer than four and no more than five members of council. The Committee will vote and appoint it's own Chairman; this should normally be someone other than the Chairman of the full Council.

### Meetings

As required.

Due to the sensitive nature of the business conducted by this committee, the meetings will always be held in private without any participation by the press or public.

### Budget responsibility

Responsible for staffing budget, training, travel and elections.

### Quorum

In accordance with Standing Orders, a minimum number of three members shall be required for decision-making purposes.

## Accountability

As a standing committee, the Committee is accountable to Full Council. The Committee has delegated powers to act as provided in these terms of reference.

## Review arrangements

The appointment of the Committee will be considered at the Annual Meeting of the Parish Council. In accordance with Standing Orders, the Full Council may decide to alter or dissolve the Personnel & H.R. Committee as required.

The committee shall be permitted to review its Terms of Reference and make recommendations to the Full Council.

## Training and experience requirements

Members of the committee are expected to have experience or training in HR matters. Training in employment matters should be considered by each member.

## RESPONSIBILITIES OF THE COMMITTEE

- Role-holder recruitment and performance.
- To review and monitor the Council's staffing establishment and workload to ensure continuance of excellent standards in all aspects of council life.
- Recruitment including preparation of job descriptions and contracts, advertising, selection and appointment up to the level of Deputy Clerk.
- Ensure induction of new role holders is completed satisfactorily within the set time periods.
- Confirmation in post following probationary periods.
- Administration of informal and formal disciplinary action in line with the relevant policy.
- Administration of informal and formal grievance procedures in line with the relevant policy.
- Administration of informal and formal capability action in line with the relevant policy.
- Management of the Staff Support, Appraisal and Performance policy.
- Management of the Absence policy including absences relating to sickness.
- To manage and monitor staff wellbeing in line with all relevant policies.
- Completion of annual appraisal of the Clerk and performance reviews in line with the relevant policies.
- Receipt of appraisals for all other members of staff and agree training or other actions as required.
- Approval of rates of pay, annual increments and pay progression for all employees.

- Appointment of Clerk or RFO. The Personnel committee may prepare job descriptions, advertising and selection to these posts. The appointment shall be by recommendation to Full Council.
- Staffing restructures leading to potential additional staff and potential redundancy/redeployment of employees.

The Committee may make recommendations relating to staffing restructures for consideration of the Full Council. Any staffing restructures agreed will then be managed and administered by the Personnel and H.R. Committee.

### Safeguarding

Responsibilities:

- to ensure that safeguarding procedures are in place should any role holders work involve children or vulnerable adults.
- to recommend Prevent training where appropriate to the role holder.

### Ethical standards

Responsibilities:

- referral of complaints made by employees against members of council to North Kesteven District Council (NKDC) in line with the Grievance Policy.
- application of sanctions made by NKDC if appropriate.

The committee shall monitor the Code of Conduct and make recommendations to the Full Council regarding review of and implementation of changes to the Code of Conduct or related policies and documents.

### Policies

Monitoring and review of the council's policies relating to role holders (councillors, employees and volunteers) including but not limited to:

Policies relating to Councillors:

Bullying and Harassment policy

Expenses Policy

Grievance Policy

Training Policy

Disciplinary Policy

Health and Safety Policy

In accordance with the relevant policy (including Disciplinary policy and Grievance

Policy), three members of the committee will make up, as necessary, a panel required to hear disciplinary hearings for any role-holder.

In the case of an appeal, three members of the council that have not played any part in the initial investigation or disciplinary hearing will be called upon to convene an appeal hearing. The decision of the disciplinary or appeal panel, including dismissal, will be binding and will not require additional ratification by either the Personnel and H.R. Committee or the Full Council.

### Training and development

- To monitor, review and evaluate training for all role holders. This may include carrying out an audit of skills and use of personal development plans.
- Manage and determine on requests for training and development for role holders.

### Vacancies, elections and co-option

- Management of four-yearly elections within the published timescale.
- Management of timescales and publicity regarding casual vacancies including elections or co-option.
- Management of the pre-election period and in particular issuing guidance to the Full Council to ensure that role holders are aware of any period of heightened sensitivity.

### Co-option

Selection and co-option of Members to the Committee shall be carried out by the Full Council.

### Budget

Management of budgets for:

- Staffing
- Training and development
- Travel
- Elections

The committee shall determine budget requirements as above for the forthcoming financial year(s) and make recommendations to the Full Council.

The committee shall be permitted to determine other expenses related to staff.