



Hale Parish Council
Terms of reference for the Personnel Committee

1. General

- 1.1 The Parish Council shall appoint the Committee and the Chairman of the Committee annually at the Annual meeting of Council in May.
- 1.2 The Committee cannot make decisions binding on the Council or incur expenditure without the prior approval of full Council.
- 1.3 The Committee shall meet (i) at the request of the Chairman or, (ii) at the request of two members of the Committee or, (iii) at the Clerk's request via the Chairman.
- 1.4 The Committee shall review and carry out all personnel procedures; be a first contact for all employee/employer matters; advise full council accordingly on such matters and act on its instructions when called upon.
- 1.5 All business of the Committee shall be conducted in closed session and shall remain confidential, other than to members of the full Council, who will also respect the confidential nature of such information.
- 1.6 Notes of meetings or summaries of recommendations will be taken by an appointed person and shall be presented to full council in closed session where appropriate.

2. Role of the Committee relating to the Clerk

- 2.1 To review and update annually, or as necessary, all documents relating to employment of the Clerk; with advice of the Clerk; and recommend any changes to full Council.
- 2.2 To manage all tasks connected to the recruitment of persons required to fill the role of Clerk/RFO [as and when a vacancy arises] subject to a recommendation on the preferred candidate being put forward to Council for approval by resolution.
- 2.3 To ensure the necessary policies and procedures are addressed in accordance with relevant legal requirements, and the outcome of any discussions on employment matters are fully reported to full Council to consider appropriate action.
- 2.4 To provide a supporting role to the Clerk.

2.5 To ensure bi-annual appraisals of the Clerk are undertaken and recommendations are reported to full Council.

2.6 To ensure a system is in place to deal with day to day liaison matters with the Clerk and to be a point of contact for sickness reporting and approval of such things as annual holidays.

2.7 The Chairman of the Committee may authorise up to two hours of overtime weekly for the Clerk, for up to a month, should the need arise.

Additional information

For further information, please contact Amanda Johnson Clerk and Proper Officer.

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Next review date

January 2023

Amendment Record

Version 1: Initial Issue