

THWING & OCTOPN PARISH COUNCIL

Terms of Reference of The Personnel Committee

Managing the responsibilities associated with employing and managing a Parish Clerk & Finance Officer, on behalf of Thwing & Octon Parish Council

Name of group	Personnel Committee
1. Membership and Appointment	Members of the Committee consist of a panel of three Parish Councillors to be nominated and voted during a full Parish Meeting – ideally the Annual General Meeting. The quorum for the Personnel Committee shall be two members. Decisions will be made by majority vote.
2. Names of the Members	S Morrison; J Blott; S P Burdass
3. Purpose & Scope	1. Deliver the Annual Appraisal Process 2. Identify and manage any Training & Development requirements 3. Manage the pay review process in association with the NALC National Salary Awards 4. Manage the Grievance and Disciplinary process, in association with the Guide for Parish and Town Councillors, the Institute of Personnel & Development and the ACAS Code of Practice. Appeals arising from grievance or disciplinary matters will be considered by the full council, excluding any members of the Personnel Committee directly involved in the original decision. 5. Recruitment of a new clerk when required.
4. Delegated Authority	The Personnel Committee has delegated authority from the full Council to carry out the duties listed in Section 3. All financial approvals (e.g. training expenditure, pay reviews) must be referred to and approved by full council.
5. Chairing of the Committee	Sandra Morrison
6. How often will the Committee meet?	1. As required but it is envisaged 1–2 times per year. The Committee may be convened at any time by the Chair of the Committee or the Chair of the Council if an urgent personnel matter arises. 2. Annual appraisal of the Parish Clerk – to be completed by the Chair + one member of the Personnel Committee.

7. Meeting Timetable	Annual Appraisal to be completed in October to fit the budgeting and precept setting timetable. Probationary appraisal (for new employees) at 6 months Performance-related issues – as appropriate?
8. Method of Communication	1. Face 2 Face - preferred 2. Remote meeting [Zoom/Teams Call] – if necessary 3. Email – [to confirm meeting invites & send minutes only] 4. Verbal - Reporting to the full parish council in a closed session. All matters discussed by the Personnel Committee are strictly confidential and must not be disclosed outside the Committee or Council. Breach of confidentiality may result in removal from the Committee.
9. Agenda	1. The chair of the personnel committee will send out a notification of a meeting and agenda to the personnel committee no later than 3 days prior to the meeting date.
10. Record of Meetings	Minutes will be taken for all meetings and retained securely in accordance with the Council's Data Protection Policy. Confidential personnel records will be stored securely by the Clerk (or another officer if appropriate). Any issues requiring council action, eg pay increases or performance issues, will be tabled in the closed session of full council.
11. Reporting Mechanism	At full council in closed session.