



Last approval date	17 th February 2025
Updated	28 th April 2025

Springfield Parish Council Personnel Committee - Terms of Reference

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 need 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.

1. Terms of Reference

These are to be reviewed annually (or when the need arises) by the Committee and submitted to full council for approval.

2. Membership

Membership shall consist of 6 Council members (3 to actively deal with day to day matters and 3 to be called on if a dispute arises), Members will subsequently be appointed at the relevant Annual Council meeting.

3. Chair/Vice Chair

The Chair of the Committee shall be appointed at the first Committee meeting and subsequently at the Annual Council meeting.

The Vice Chair of the Committee shall be appointed at the first Committee meeting and subsequently at the first meeting of the Committee after the Annual Council meeting.

4. Quoram

A quorum shall be three members.

5. Frequency of Meetings

- a. As required and determined by the Chair of the committee.

6. 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 must 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. Committee and Working Group Terms of Reference

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.
- Staff development and progression and succession planning.
- 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.
- 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 considering 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, including recommended pay reviews.
- 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.

The Committee Members are expected to keep up to date of national and local development and legislation and are encouraged to attend training sessions and forums.

7. Delegated Powers

The Committee is authorised by Springfield Parish Council, within the scope of its duties and responsibilities to:

- To investigate and carry out any activity and spend from its budget, within its terms of reference.
 - To seek any information, from the Clerk, related to any matter within the Committee's terms of reference.
 - To invite outsiders with relevant expertise to attend a meeting of the Committee if the Committee considers this is necessary.
- a. Prepare the job description for and appoint a Clerk/RFO for the Parish Council and any other person employed by the Council as required
 - b. Ensure the Council's compliance with all legislative requirements relating to the employment of staff and matters relating to the terms and conditions of employment.
 - c. Establish and keep under review the staffing structure of the Council in consultation with the Finance and Policies Committee and Council.
 - d. Consider and make recommendations in respect of terms and conditions of employment, grading, salaries and allowances for employees of the Council.
 - e. Oversee the recruitment and appointment of staff.
 - f. Oversee any process leading to the dismissal of staff for any reason.
 - g. Keep under review staff working conditions and health and safety matters.

- h. Make recommendations on staffing related expenditure to the Finance and Policies Committee or Council.
- i. Consider any appeal against a decision in respect of pay.
- j. Consider any grievance or disciplinary matter.
- k. Monitor and address regular or sustained staff absence.
- l. Ensure an annual appraisal is carried out in respect of all members of staff on or about the anniversary date of their employment.
- m. Delegate day to day management of the staff to the Clerk of the Council.

8. 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.

Adopted by the Springfield Parish Council Personnel Committee at their meeting on 28th April 2025