

Wheathampstead Parish Council



Personnel Committee

Terms of Reference

Adopted: 28 Jan 2010 amended 30 May 2013

Premise

The purpose of this committee is to provide administration management in respect of the employment of staff by the Parish Council. All matters from this committee shall be ratified by Full Council.

The meetings are confidential and NOT open to the public

Membership

The committee shall comprise four (4) appointed councillors including the Chairman and Deputy Chairman of the Council. The committee shall meet formally at minimum annually.

The quorum is 3.

Functions

The committee will be responsible for;

- Determining staff conditions of service including:
 - a. salary levels,
 - b. working hours
 - c. employee assessments and evaluations
 - d. absence monitoring
- to consider and determine any disciplinary or grievance procedure
- to advise Council on HR policies
- to report to Full Council

Timetable and detail

1. **Staffing levels shall be reviewed annually prior to the Finance Committee meeting.** This review will look at all aspect of staffing levels and may consider job descriptions. A summary of this review will be presented to the Council. Any proposed changes in staffing level shall be considered following a recommendation to Full Council.

Should the review propose additional staff then a full job description will also be presented together with a salary indication and a budget impact assessment. It

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will be incumbent on this committee to propose a chairman for the interview panel. Once appointed, that chairman will be responsible for organising the advertising of the position, forming the interview panel and determining the interview process and questioning.

2. **Staff Appraisals will be conducted annually.** Where performance issues are found, follow up appraisal(s) will be conducted until they are resolved. Staff Appraisals shall be conducted ahead of the Salary Reviews.
3. **Salary Reviews will be performed annually.** These reviews will consider the progress monitoring and appraisals previously conducted, and the merit of any possible change in salary levels. Any proposals to alter salaries shall bear in mind the rate of inflation and any national pay awards. Where appropriate, the committee shall provide the rationale for any changes. This review will be conducted ahead of the Finance meeting.