

Personnel Committee Terms of Reference

1. Delegation

- 1.1 Stratton St Margaret Parish Council has agreed to adopt the Personnel Committee Terms of Reference at the Full Council Meeting held on the 15 May 2024 and has recorded the decision within the minutes.
- 1.2 Stratton St Margaret Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

2. Membership

- 2.1 The Committee shall consist of a minimum of SIX Councillors.
- 2.2 Members of the Committee will be made up from the following Councillors:
 - Vice Chair of Council
 - Chair of the Finance and General Purposes Committee
 - Chair of the Open Spaces Committee
 - Chair of the Property Management Committee
 - Chair of the Planning & Highways Committee
 - Chair of Community & Youth Committee

2.1.1 The quorum of the Personnel Committee will be THREE Members.

2.4 Required attendance by the Parish Clerk and Proper Officer

3. Procedures

- 3.1 The committee will operate within Stratton St Margaret Parish Council's Standing Orders and Financial Regulations and Local Government Law.
- 3.2 At the first meeting of the Committee per year members shall elect a chairman and vice chairman for this Committee, if considered appropriate, for the forthcoming year from amongst its appointed membership. The Chairman and Vice Chairman may be re-elected.
- 3.3 The Committee will agree the minutes of its meetings at the next appropriate meeting of this committee.
- 3.4 The Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting.
- 3.5 The Parish Clerk or the appointed Officer will provide administrative support for the Committee.

4. Meeting Dates

- 4.1 The schedule of meetings shall be agreed at the Annual Parish Council meeting.

5. Committee Functions

The Committee shall:

- 5.1 Advise the Council on human resources matters of the Council, if required from recommendations from the Officer with HR Delegated Authority.
- 5.2 Assist the HR Officer/Clerk in formulating the staffing structure, which meets the needs of the overall organisation, if required.
- 5.3 To receive recommendations from the HR Officer regarding Disciplinary & Grievance Procedures and act at all time in the accordance with the staff handbook.
- 5.4 To review any updates to the staff handbook.

6. Disciplinary Appeals Panel

- 6.1 The Disciplinary Appeals Panel will be empowered to consider an appeal by any employee of the Council referred to it in accordance with the appropriate Disciplinary Rules and Procedures on behalf of, in the name of and without further reference back to the Council or a Committee of the Council, and to endorse, rescind or amend the original decision on disciplinary action as it sees fit.
- 6.2 The Disciplinary Appeals Panel will be made up of not less than THREE members of the Personnel Committee.