



## **HERSTMONCEUX PARISH COUNCIL**

### **Personnel Sub-Committee Terms of Reference**

**Responsibility:** Personnel Sub-Committee

<b><u>Date of Adoption / Renewal</u></b>	<b><u>Resolution Number</u></b>	<b><u>Date of Next Review</u></b>
June 2019	FCL19-23_29	May 2020
May 2020	FCL_2020.05.01	May 2021
May 2021	FCL_2021.06.07	May 2023

## SUB-COMMITTEE TERMS OF REFERENCE

### PERSONNEL SUB-COMMITTEE

**Membership:** Three Members of the Council

**Restrictions on Membership:** The Chairman of the Parish Council is excluded from appointment to the Personnel Sub-Committee as the holder of this position acts as first arbitrator in the Council's Employment Grievance Procedure.

#### **Generic Functions and Delegations:**

1. This Personnel Sub-Committee is appointed by the Herstmonceux Full Parish Council at its Annual Council meeting, held annually in the month of May.
2. The Personnel Sub-Committee is an advisory Sub-Committee to Herstmonceux Finance and General Purposes Committee and Herstmonceux Full Parish Council.
3. Members of the Personnel Sub-Committee will be elected at the Annual Meeting.
4. The Personnel Sub-Committee may NOT appoint by way of co-option by the Full Council or the Personnel Sub-Committee, Councillors or non-councillors to membership.
5. Summons to formal meetings of the Personnel Sub-Committee will be called in adherence to the Herstmonceux Full Parish Council Standing Orders.
6. The Personnel Sub-Committee Chair will be appointed at the first meeting of the sub-committee after the Annual Council Meeting.
7. The meetings will run in adherence to the Herstmonceux Full Parish Council Standing Orders.
8. The quorum for summonsed meetings shall be **three** councillors.
9. The Personnel Sub-Committee hold no delegated budget.
10. No member of the Personnel Sub-Committee may commit the Council to anything financial or otherwise, all matters must be referred to Full Council, via the RFO and / or the Clerk.
11. The Personnel Sub-Committee may however approach the Parish Council Finance and General Purposes (FGP) Committee for any emergency items which will involve expenditure of up to and including £1,000, which must be referred and approved by the FGP Committee prior to any work being authorised.
12. No member of the Personnel Sub-Committee may correspond (letter or e-mail) directly with parishioners or any outside organisation on behalf of Herstmonceux Parish Council, unless specifically authorised to do so by Full Council. Direct correspondence will be via the Responsible Finance Officer (RFO) and / or the Clerk of the Council.
13. Annually, by 30 September in each year the Personnel Sub-Committee will receive via the RFO, a completed Estimate Form in respect of any financial requirements to be

considered to be included in the Annual Estimates for the following three years. This must be returned to the RFO by the 30<sup>th</sup> November.

### **Specific Functions and Delegations**

14. The Personnel Sub- Committee has NO delegated powers
15. Meetings will be arranged in accordance with as necessary and advertised on the parish web site and on parish notice boards, however it should be noted that some of the items discussed will be classed as 'Confidential' and members of the public and press will be excluded from these items.
16. The Personnel Sub-Committee is a sub-committee of the Finance and General Purposes Committee and will report to that committee.
17. The Personnel Sub-Committee will ensure that the Council takes responsibility for the wellbeing of its staff.
18. The Personnel Sub-Committee will ensure that the Council is complying with employment laws.
19. All members must preserve confidentiality of discussions held at meetings.
20. At least one meeting of the Personnel Sub-Committee will be held annually to:
  - review HR policies
  - review staff salaries and terms and conditions and make recommendations to the Finance and General Purposes Committee.
  - aim to review staff contracts of employment, job descriptions and person specifications
21. All other meetings of the Personnel Sub-Committee will be convened as and when necessary, e.g. to deal with grievance or disciplinary matters, in line with Council policy; to recruit staff; or deal with emerging personnel issues.
22. The Personnel Sub-Committee will conduct an annual appraisal with the Clerk/RFO.
23. The Personnel Sub-Committee will provide feedback to the Finance and General Purposes Committee on any recommendations that arise from the reviews / appraisal.