

Kennington Parish Council

Terms of Reference of the Personnel Committee Adopted and agreed on 10 June 2021 (minute no: 94.91) Last reviewed on 13 April 2023 (minute no: 517.22)

PURPOSE:

To consider and make decisions on staffing matters, i.e.

- (a) to consider grievance or disciplinary matters
- (b) to oversee the recruitment and appointment of staff
- (c) to arrange the execution of new employment contracts and changes to contracts
- (d) to oversee any process leading to the dismissal of staff (including redundancy)
- (e) to keep under review staff working conditions, and health and safety matters
- (f) to arrange annual reviews for clerk and village warden
- (f) to monitor and address regular or sustained staff absence.

AUTHORITY

Decisions made by the committee are agreed at the next full council meeting binding on the Council.

FREQUENCY:

Meetings will be convened as and when necessary, e.g. to deal with grievance or disciplinary matters; annual reviews; to recruit to staff vacancies; or to deal with other emerging personnel issues.

MEMBERSHIP:

6 Councillors: Cllrs. Mrs Brown; Mrs Buckingham; Johnston and Powles. (2 x vacancies). Appointment of members will be made at the Annual Meeting of the parish council.

The Chairman of the Parish Council is an ex-officio member of all Committees and Working Groups. The Chairman shall have the right to speak at meetings but does not have voting rights.

3 will constitute a quorum.

REVIEW PERIOD

The Terms of Conditions for this Committee will be reviewed every two years unless there is any specific changes in between.