

Kennington Parish Council

Terms of Reference of the Personnel Committee Adopted and agreed on 10 June 2021 (minute no: 94.91) Amended on 16 January 2025 (minute no: 457.24)

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 staff.
- (f) to monitor and address regular or sustained staff absence.
- (h) to review regularly all staff related policies.

AUTHORITY:

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

Personnel Committee has full delegated for the recruitment and selection of staff for recommendation to the full council for approval.

- a) The clerk will be responsible for advising on staffing provision and managing the recruitment process.
- b) To recruit and shortlist applicants for council posts and to put forward the successful short-listed applicants for interview. A recommendation will be put forward to the full council to ratify appointments.
- c) Reviewing job descriptions, person specifications and contracts of employment and recommending to the Council for approval.
- d) Managing long term sickness and incidents at work in line with the Absence through Sickness Policy and Procedures.
- e) Overseeing the first part of a disciplinary investigation in line with the council's disciplinary procedures which includes appointing an investigator and deciding if any disciplinary action against the employee will or will not be taken.
- f) Overseeing an employee's formal grievance(s) in line with the council's grievance procedures.
- g) Ensuring that confidentiality is maintained over all staffing matters under the Data Protection Act 1988 and the Code of Conduct by all members of 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. Andrews; Brown; Jempson; Johnston and Powles. (1 vacancy).

Appointment of members will be made at the Annual Meeting of the parish council.

The Chair of the Parish Council is an ex-officio member of all Committees and Working Groups. The Chair 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.