

# Joint Council's Personnel Sub-Committee Terms of Reference

## **Members:**

- Membership shall consist of 6 Joint Council members (3 from Springfield Parish Council and 3 from Chelmer Village Council) who shall be appointed at the relevant Annual Council Meetings;
- The Chair of the committee shall be appointed at the first Sub-Committee Meeting after the Annual Council Meetings of Springfield Parish Council and Chelmer Village Council;
- The Vice-Chair of the committee shall be appointed at the first meeting of the Sub-Committee after the relevant Annual Council Meetings;
- Councillors may join the committee in the year if authorised by the relevant Councils;
- 4 members of the committee shall constitute a quorum for meetings.

## **Expectations:**

The committee members will keep abreast of national and local development and legislation and are encouraged to attend training sessions and forums.

## **Frequency of Meetings:**

Every 3 Months or as otherwise determined by the Sub-Committee.

## **Delegated Powers:**

1. Ensure the Council's compliance with all legislative requirements relating to the employment of staff and matters relating to terms and conditions of employment.
2. Establish and keep under review the staffing structure in all matters and determine the level of staffing resources, in consultation with the Finance and Policies Committee and the Council with reference to budgets.
3. Consider and make recommendations in respect of terms and conditions of employment, grading, salaries and allowances for employees of the Council.

4. Oversee the recruitment and appointment of staff.
5. Oversee any process leading to the dismissal of staff (including redundancy).
6. Keep under review staff working conditions and health and safety matters.
7. Make recommendations on staffing related expenditure to the Finance and Policies Committee or Full Council.
8. Consider any appeal against a decision in respect of pay.
9. Consider a grievance or disciplinary matter.
10. Monitor and address regular or sustained staff absence.
11. Delegate day to day management of the staff to the Clerk of the Council.
12. Consider grievance or disciplinary matters in accordance with the Council's grievance/disciplinary process relating to all staff.
13. Request other members of the Finance and Policies Committee or Full Council to join an appeals panel if required.
14. Each council will have a budget of £6,000 allocated for HR purposes with any additional expenditure requiring approval by the F&P Committee.
15. Advertising of job roles specific to Chelmer Council will be charged 100% to that Council. Job roles for Springfield Parish will be charged 100% to that Council. Shared services will be charged as per the Memorandum of Understanding.