



MANNINGTREE TOWN COUNCIL

Clerk to the Council: Mrs. L Djuve-Wood

Po Box 12651, Manningtree, Essex. CO11 9AR. Tel. 07419 730258

email: clerk@manningtreetowncouncil.org.uk; Website: www.manningtreetowncouncil.org.uk

Personnel Committee

Terms of Reference

1. Membership

1.1 Membership of the Committee shall consist of four members, two of which shall be the Chairman and Vice Chairman of the Parish Council as ex-officio members of the committee with voting rights.

1.2 Membership of the Committee is established at the annual meeting of the Council.

1.3 The Committee shall elect a Chairman and Vice-Chairman for each year.

1.4 Three members of the Committee shall constitute a quorum for meetings.

2. Frequency of meetings

2.1 One meeting will be held every year to review staff contracts, job descriptions and HR policies. Otherwise meetings will be convened as and when necessary, e.g. to deal with grievance or disciplinary matters, to recruit to staff vacancies, or to deal with other emerging personnel issues.

3. Delegated Powers

3.1 General:

If a particular item under discussion is within the Committee's delegated powers, the minutes will record the decision as RESOLVED. If not, then the minutes will record the decision as RECOMMENDED and it will then be brought to the attention of the Council for decision when seeking approval and adoption of the Committee minutes.

3.2 Specific Delegated Powers:

- (a) To keep up to date with developments in employment law and check that the Council complies with the appropriate requirements;
- (b) To keep up to date with developments in staff related Health and Safety law and check that the council complies with appropriate requirements;
- (c) To ensure the Council complies with all legislative requirements relating to the employment of staff;
- (d) To review staffing structures and levels and make recommendations to the Council;
- (e) Appointment of employees in accordance with agreed establishment;
- (f) To agree and review annually contracts of employment, job descriptions and person specifications for staff;
- (g) To review staff salaries and terms of conditions and make recommendations to Council;
- (h) Consider all matters relating to the probationary periods of all new employees;
- (i) To ensure all staff have an annual appraisal;
- (j) Carry out any initial personnel investigations and request relevant supporting documents and evidence when appropriate;
- (k) To appoint from its membership a personnel sub committee of two members with delegated power to deal with appointment of staff, grievance and disciplinary matters.