

Yarnfield and Cold  
Meece Parish Council

Personnel Committee  
and Appeals Panel  
Terms of Reference

# PREFACE

Document title	Personnel Committee		
Author	Parish Clerk		
Status	Terms of Reference		
Effective from	13 July 2022		
		Date	Resolution
Approved on	First Approved	13/07/2022	22-339
Next review date	May 2024		
Purpose: To meet legislative requirements and to ensure transparent governance and accountability in relation to the discharge of personnel functions of the council.			

## 1 Aims and objectives

- 1.1 The Personnel Committee is appointed by Yarnfield and Cold Meece Parish Council to meet legislative requirements and to ensure transparent governance and accountability arrangements in relation to the discharge of personnel functions of the council.
- 1.2 The committee will make recommendations to the Council regarding policy and strategic matters within its delegated area of responsibility.
- 1.3 The Council's Standing Orders, Financial Regulations and Code of Conduct shall apply to the function of the committee.
- 1.4 The Terms of Reference will be reviewed bi-annually by the Full Council.
- 1.5 Nothing in these Terms of Reference prevents the Council from dealing with a matter that might otherwise be dealt with by this committee.

## 2 Membership

- 2.1 The committee membership will be made up of the Vice-chairperson of the parish council plus two other councillors.
- 2.2 The Vice-Chairperson of the Council will take on the role of chairperson of the Personnel Committee.

### **3 Areas of Responsibility**

3.1 The committee will give advice and make recommendations to the Parish Council on all matters under its area of responsibility:

- a) Be responsible for staff recruitment;
- b) Review the terms, conditions and contracts of employment;
- c) To coordinate the Clerk's annual appraisal, performance and development reviews and to take necessary action;
- d) To review the adoption of national salary awards;
- e) To deal with any employment disputes;
- f) To hear allegations of breaches of discipline by parish council staff;
- g) To put in place succession arrangements that need to be made in relation to the role of the Parish Clerk.

3.2 The committee has no direct budget responsibilities.

### **4 Meetings**

4.1 Meetings are to be held as and when required with a minimum of one meetings per year, on dates to be set by the committee and published in the Parish Council Forward Plan.

4.2 The Chairperson will be responsible for the preparation of agendas.

### **5 Appeals Panel**

5.1 Any dispute arising from a decision of the Personnel Committee will be dealt with by an Appeals Panel which will meet within 21 days of receipt of a written appeal.

5.2 The membership of the Appeal Panel will be made up of the Chairperson of the Parish Council plus two parish councillors who are not members of the Personnel Committee.

5.3 The Chairperson of the Council will take on the role of chairperson of the Appeals Panel.