

RINGMER PARISH COUNCIL

TERMS OF REFERENCE FOR RINGMER PARISH COUNCIL PERSONNEL SUB COMMITTEE

Background and history

Historically Ringmer Parish Council has never had a Personnel Sub Committee. The Clerk proposed to Council that a Committee should be formed as there were some personnel issues that need to be addressed. In accordance with Standing Orders the Committee was formed.

To appoint a Personnel Sub Committee Comprising of 3 Members at the Choice of the Chairman as agreed at the Council meeting held on 16th January 2020 in accordance with the following minute:

A proposal was received to change from Working Group to Committee status, this was seconded. A vote was taken by a show of hands. All members were in favour. It was therefore **resolved** to form an Office and Finance Working Group Committee. It was further **resolved** for the Personnel Sub Committee to comprise of 3 members at the Chairman's discretion and one of the other Members should be the Vice Chairman

Purpose

The chairman of the Council or in his absence, the vice-chairman of the Council shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Proper Officer. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the personnel sub-committee ***Standing Order 19.***

Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance, or disciplinary matters as confidential and secure. ***Standing Order 19.***

The council shall keep all written records relating to employees secure. All paper records shall be secured, and locked and electronic records shall be password protected and encrypted. ***Standing Order 19***

Only persons with line management responsibilities shall have access to staff records referred to in standing orders if so justified

To review the work of the Council's employees annually in October and recommend any changes in pay structure so that they may be included in the next year's budget. ***Terms of Reference Office and Finance***

The Personnel Sub Committee will be the only Members of the Council who have sight of staffing contractual documents alongside the Clerk.

NB The Proper Officer does not have a Line Manager. However, the Proper Officer is the Line Manager to members of staff in the role of Head of Paid Services. The Proper Officer is employed by the Council as a whole, no individual Councillor can instruct the Proper Officer, not even the Chairman.

Membership

Personnel Sub Committee Comprising of 3 Members at the Choice of the Chairman as agreed at the Council meeting held on 16th January 2020.

Standing Orders stipulate the Chairman and Vice Chairman carry out the review of the Proper Officer, in essence this means that the appointment should be the Chairman, Vice Chairman and one Council Members. At the Annual Meeting, these appointments are made. This means other than the Chairman and Vice Chairman the other Member will be appointed at each and every Annual Statutory meeting held in May of each year.

Meetings

- 1) Meetings will be held on a quarterly basis
- 2) Meetings will also be held on a need to meet basis if any personnel matter needs considering outside of the quarterly meetings.
- 3) At the meetings, the Sub Committee will identify and work towards amending existing policies and the creation of new ones to ensure all the legal requirements relating to staff are met.
- 4) Meetings shall include the annual increments and budget considerations
- 5) All Staffing Matters are considered confidential. Staff will be asked to leave the meeting when these are being discussed.