

PERSONNEL AND PROCEDURES COMMITTEE TERMS OF REFERENCE

Membership:

The Committee will comprise of at least three members of Council, to include the Chair of Council. At least two members are to have long experience of Council and/or relevant HR experience. The membership will be reviewed at each AGM of the Council or if appointed at another meeting of Full Council, members will serve until the next AGM. The Committee will meet at least once a year.

Terms of Reference:

1. To recruit, retain, develop and train staff to undertake the work of the Council.
2. This Committee will determine the pay and conditions of the employment of staff in line with appropriate guidance scales in accordance with the Council budget and to update these as necessary to comply with the law and with good practice.
3. To determine the staffing levels necessary to efficiently discharge the work required by the Council and to review the workloads periodically. To appoint an Appraisal Manager for each member of staff.
4. To oversee the health and safety of staff and others who are the responsibility of the Council by providing appropriate working spaces, tools and equipment and to train staff as necessary to safeguard their health and safety at work.
5. To undertake reviews of working practices and office procedures of the Council as a whole when so requested and to make recommendations to Full Council.
6. To form sub-committees of members of the Full Council to deal with disciplinary and grievance matters as they arise from time to time as required by the ACAS Code of Practice on Discipline and Grievance Procedures.
7. To form a sub-committee of three members of the Committee to deal with any standards issues as they arise from time to time and make recommendations to Full Council.
8. If a complaint is made by one Councillor against another, then this should be dealt with in accordance with the Winchester City Council's Code of Practice.

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