

## Terms of Reference of The Personnel Committee–

### Managing the responsibilities associated with employing and managing a Parish Clerk & Finance Officer, on behalf of North Dalton Parish Council

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| <b>Name of group</b>                         | Personnel Committee   |
| <b>1. Membership and Appointment</b>         | Members of the Committee consist of a panel of three Parish Councillors to be nominated and voted during a full Parish Meeting – ideally the Annual General Meeting.  |
| <b>2. Names of the Members</b>               | 2024- Rupert Harrison, Raymond Williams and ??????  |
| <b>3. Purpose &amp; Scope</b>                | <ol style="list-style-type: none"> <li>1. Deliver the Annual Appraisal Process</li> <li>2. Identify and manage any Training &amp; Development requirements</li> <li>3. Manage the pay review process in association with the NALC National Salary Awards</li> <li>4. Manage the Grievance and Disciplinary process, in association with the Guide for Parish and Town Councillors, the Institute of Personnel &amp; Development and the ACAS Code of Practice.</li> <li>5. Recruitment of a new clerk when required.</li> </ol> |
| <b>4. Delegated Authority</b>                | The Personnel Committee has the authority to act on behalf of the Parish Council – under the direction of the Personnel Committee Chair; to deliver the duties listed in Section 3, any financial approvals such as payment for training courses and the annual pay review will be tabled, presented and voted at the main PC meetings.   |
| <b>5. Chairing of the Committee</b>          | 2024 – Rupert Harrison  |
| <b>6. How often will the Committee meet?</b> | <ol style="list-style-type: none"> <li>1. As required but it is envisaged 1-2 times per year</li> <li>2. Annual appraisal of the Parish Clerk – F.O. to be completed by the Chair + one member of the Personnel Committee.</li> </ol>   |
| <b>7. Meeting Timetable</b>                  | <p>Annual Appraisal to be completed in November to fit budgeting and precept setting timetable.</p> <p>Probationary appraisal (for new employee) at 6 months</p> <p>Performance related issues – as appropriate?</p>  |
| <b>8. Method of Communication</b>            | <ol style="list-style-type: none"> <li>1. Face 2 Face - preferred</li> <li>2. Remote meeting [Zoom Call] – if necessary</li> <li>3. Email – [to confirm meeting invites &amp; send minutes only]</li> <li>4. Verbal - Reporting to full parish council in closed session</li> </ol>   |
| <b>9. Agenda</b>                             | <ol style="list-style-type: none"> <li>1. The chair of the personnel committee will send out a notification of a meeting and agenda, to the personnel committee no later than 3 days prior to the meeting date.</li> </ol>  |
| <b>10. Record of Meetings</b>                | Key summary of discussion to be recorded in the form of minutes and kept securely.  |

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|                                | Any issues requiring council action eg pay increases or performance issues will be tabled in closed session of full council. |
| <b>11. Reporting Mechanism</b> | At full council in closed session.   |
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