

## Leven Parish Council Personnel Sub Committee Terms of Reference

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| <b>Membership</b>                   | Five (5) members (Councillors only) and the Clerk, as Responsible Finance Officer, will also sit on this group.  |
| <b>Quorum</b>                       | Three (3) members  |
| <b>Chairperson</b>                  | This will be the Chair of the full Council   |
| <b>Administrative Support</b>       | This will be provided by the Clerk   |
| <b>Purpose of the Sub Committee</b> | The purpose of the Working Group is to make recommendations to the Full Council on matters relating to Council personnel issues and compliance with relevant legislation.  |
| <b>Scope of the Sub Committee</b>   | The Committee has authority to recommendation to and decisions on behalf of the Parish Council on relation to Personnel matters. All recommendations must be ratified by the full Council. The Committee can request that Council consider approving a budget for expenditure it may incur in the furtherance of its responsibilities.   |
| <b>Roles and Responsibilities</b>   | <ol style="list-style-type: none"> <li>1. Full delegated powers to make decisions on behalf of the Council in the following matters: <ul style="list-style-type: none"> <li>• To have responsibility for the selection and recruitment of Council staff.</li> <li>• To have responsibility for managing staff performance appraisals.</li> <li>• To hear allegations of breaches of discipline by council staff which cannot be resolved by the clerk.</li> <li>• To hear grievances from members of staff which cannot be resolved by the clerk.</li> </ul> </li> <li>2. The Committee will have the power to recommend to full Council the following matters: <ul style="list-style-type: none"> <li>• To prepare and review employment policies, procedures and documentation for full Council approval.</li> <li>• To monitor and review all staff salaries, pensions and terms and conditions for full Council approval.</li> </ul> </li> <li>3. The Committee is empowered to invite specialist professional Officers or advisors to attend meetings to provide guidance as to matters under discussion</li> </ol> |
| <b>Meetings</b>                     | <ol style="list-style-type: none"> <li>4. Meetings will be held as required in accordance with the Local Government Act 1972, Schedule 12, para 10 and the Public Bodies (Admission to meetings) Act 1960, para 1.</li> <li>5. Meetings will not normally commence until the decision is taken to exclude the press and public.</li> </ol>   |
| <b>Reporting</b>                    | The Sub Committee will report their recommendations to the full council for approval / information,  |
| <b>Review of Terms of Reference</b> | The Sub Committee Terms of Reference and members will be reviewed annually at the Leven Parish Council Annual Meeting.   |
| <b>Date of Last Review</b>          | 5 September 2023   |
| <b>Minute Reference</b>             | 23-24/84   |