Personnel Committee
Terms of Reference

The Purpose of Personnel Committee is, on behalf of the Parish Council and always in conjunction with the clerk, make decisions and recommendations about all staffing matters, subject to budget and expenditure limits decided by the Council.

Delegated powers to make decisions on following (in conjunction with Clerk)

1. All matters relating to employees of the Council, including any changes in the establishment and the health, welfare and safety of employees including the conditions under which they work.

2. The appointment of grievance/disciplinary panels and appeal panels to deal with employee matters.

3. The review of annual salary recommendations including review of Oxford Living Wage scales.

4. The review of training requests and other matter arising from staff appraisals.

5. To establish and keep under review a staffing structure, in line with the budget and expenditure limits decided by the Council.

6. To ensure that all council staff have appropriate job descriptions in line with NALC/SLCC Guidelines.

7. To draft, implement, review, monitor and revise policies relating to staff and conditions of employment.

8. To oversee the recruitment and appointment of staff.

9. To arrange implementation of new employment contracts and changes in contracts.

10. To oversee any process leading to dismissal of staff including redundancy.

11. To monitor and address regular or sustained staff absence.

12. To consider any appeal against a decision in respect of pay.

13. To review and advise on Council pension provisions for all employees.

14. To supervise the Clerk's leave requests, record and monitor absences for Clerk.

Parish Clerk Direct Responsibilities

1. The Parish Clerk (Proper Officer) is line manager to all Council employees and administers leaves requests, records and monitor absences, conducts annual appraisals and handle staff training requirements within set budget.
2. The Clerk will report any serious matters to the Chair of Personnel Committee who may convene meeting of members.

Full Council Direct Responsibilities

To Supervisor the Clerk's work via yearly appraisal conducted by the Chairman of Council and Chairman of Personnel Committee.

Powers to make recommendations.

To make recommendations to Full Council on any matters not listed.

To make recommendations on staffing related expenditure, including salary increases in line with Oxford Living Wage to Finance Committee.

Personnel Committee shall hold two meetings a year.

Additional meetings can be called if required by Chair of Committee.