

DITTISHAM PARISH COUNCIL
Incorporating the Hamlet of Capton and the Manors of Bozomzeal and Coombe

Terms of Reference Personnel Committee and Subcommittee

	Personnel Committee	Personnel Subcommittee
The number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council	One meeting November-July annually, members decide own time	Determined by the Subcommittee.
The terms of office of committee members	Review by Annual Meeting of DPC-Dittisham Parish Council (DPC) or earlier if DPC considers that is required.	Review by Annual Meeting of DPC or earlier if DPC considers that is required.
Appoint and determine members	Must be DPC Councillors. Appointed by DPC.	Must be DPC Councillors Appointed by DPC.
Appoint the chair	Appointed by the -DPC	Appointed by the Subcommittee
Determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three	<ul style="list-style-type: none"> Dittisham Village Hall Three members to be quorate A minimum of three clear days' public notice is required for a meeting and does not include the day on which the notice was issued or the day of the meeting Substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (three) days before the meeting that they are unable to attend have the same terms of reference as Committee Members 	<ul style="list-style-type: none"> Dittisham Village Hall (DVH) Must be in the DVH if the Clerk is present May be in the private home of a subcommittee member by agreement if the Clerk is not present Three members to be quorate no clear day's notice required substitute members to a subcommittee whose role is to replace the ordinary members at a meeting of the subcommittee if the ordinary members of the subcommittee confirm to the Proper Officer (three) days before the meeting that they are unable to attend have the same terms of reference as Subcommittee Members
Determine if the public may participate at a meeting of a committee	Yes. The meeting can be closed by a resolution of the meeting if required	
Determine if the public and press are permitted to attend the meetings of a sub-committee and		No
Determine if the public may participate at a meeting of a sub-committee that they are permitted to attend		N/A

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Personnel Committee

Purpose of staffing committee:

This committee is appointed to make decisions and recommendations about staffing matters, subject to budget and expenditure limits

Terms of Reference

1. To draft, implement, review, monitor and revise policies for staff. Policies must be approved by the Full Council.
2. To review salary payscales for staff and be responsible for their administration and review, in consultation with the Finance Committee or Working Group in place at the time. To make a recommendation on staff pay to the Full Council. Responsibility and power to determine staff pay remains with the Full Council.
3. To conduct the recruitment process for the recruitment of staff - coming back to the full Council with a report containing a recommendation for appointment.
4. To make recommendations to the Full Council on the Clerk's contract and changes to the contract.
5. To draft, implement, review, monitor and revise performance appraisals (including annual appraisals), and staff training programs.
6. To manage, supervise, appraise and support staff.
7. To oversee any process leading to dismissal of staff (including redundancy). Responsibility and power to determine staff dismissal remains with the Full Council.
8. To keep under review staff working conditions, well being, and health and safety matters.
9. To make recommendations to the Full Council on staffing related expenditure, in consultation with the Finance Committee or Working Group.
10. To administer leave requests, record and monitor absences from work.
11. To monitor and address regular or sustained staff absence.
12. To consider any appeal by the clerk against a decision on pay.
13. To supervise and performance manage the Clerk's work, to administer leave requests, record and monitor absences, and handle grievance and disciplinary matters and pay disputes.
14. To consider disciplinary matters, disputes, grievances, and appeals relating to staff in accordance with DPC's adopted policies and pending creation of a Disciplinary and Grievance Procedure in accordance with National Association of Local Councils Legal Topic Note 22 Disciplinary and Grievance Arrangements. The NALC guidance is in line with the ACAS guidance.
15. To support the training and development of councillors and volunteers.
16. To be consulted by the Clerk about requests for training for the Clerk, Councillors, and volunteers.

Personnel Subcommittee

Purpose of Staffing Subcommittee

To consider grievance or disciplinary matters (not including any appeal therefrom) referred from the personnel committee and to manage staff.

Terms of Reference

1. To consider grievance or disciplinary matters in accordance with the council's grievance or disciplinary policies, and pending creation of a Disciplinary and Grievance Procedure in accordance with National Association of Local Councils Legal Topic Note 22 Disciplinary and Grievance Arrangements.
2. To manage, supervise, and appraise staff, administer leave requests, record and monitor absences from work.
3. To consider any appeal by staff against a decision on pay.
4. To support the training and development of councillors and volunteers.
5. To be consulted by the Clerk about requests for training for the Clerk, Councillors, and volunteers.

Version History

Approved 7/9/22 Reviewed 10/5/23, 1/5/24, 5/3/25, 6/5/26

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