

DALTON PIERCY PARISH COUNCIL

PERSONNEL SUB-COMMITTEE TERMS OF REFERENCE

The Personnel Group is a sub-committee group of the Parish Council, with responsibility for overseeing all aspects of employment of the Clerk/RFO, including:

- providing support
- organising the Annual Appraisal
- encouraging the Clerk to undertake such training as they deem necessary in order to keep their skills and knowledge up-to-date, and ensuring that the Parish Council provides an adequate budget for this
- ensuring that the Job Description and Person Specification are kept up-to-date and in accordance with all relevant legislation
- advising the full Parish Council of the current NJC Scale appropriate to the Clerk's role and responsibilities
- to undertake recruitment and selection whenever a vacancy occurs.

The Personnel Sub-committee will have responsibility for monitoring the relevant Parish Council policies, including Appraisal, Dignity at Work, Equality & Diversity, Health & Safety, and Safeguarding Policies,

The Personnel Sub-Committee will also have responsibility for investigating any complaints or grievances made against the Clerk or a Parish Councillor and making recommendations to the full Parish Council as a result of any such investigation.

The Personnel Sub-Committee is appointed annually at the AGM of the Parish Council. Membership will normally comprise 3 Councillors, one of whom should be the Vice-Chairman who will Chair the Sub-Committee.

The Chairman is deemed to be the employer and will therefore be the person to whom an Appeal should be made if either the Clerk or a Parish Councillor disagrees with the findings of an investigation. Should a complaint be made against the Chairman, then, if appropriate, the Personnel Sub-Committee may refer the complaint to the Borough Council.