



Chailey Parish Council

Personnel Advisory Committee Terms of Reference

Introduction

1. Chailey Parish Council has established a Personnel Advisory Committee (“the Committee”) to advise and assist the Council as set out in these terms of reference.

Membership of the Committee

2. The Council shall, at each Annual Meeting of the Council, elect a Chairman of the Committee (“the Committee Chairman”) and between two and four other Councillors to serve as members of the Committee until the next Annual Meeting.
3. In addition, the Chairman and Vice-Chairman of the Council shall, if not already elected to serve either as Committee Chairman or as a member of the Committee, be ex-officio members of the Committee with full entitlement to attend and vote at all meetings of the Committee.

Meetings of the Committee

4. Unless provided otherwise in these terms of reference, meetings of the Committee shall be conducted in accordance with the Council’s Standing Orders. Meetings of the Committee shall be conducted in accordance with the Council’s Code of Conduct for Members.
5. Meetings of the Committee shall be held in private and no members of the public or the press shall be entitled to attend.
6. Subject to paragraph 11, meetings of the Committee shall take place as and when determined by the Committee.
7. The Committee Chairman may, at any time, convene a meeting of the Committee. At least five clear days’ notice shall be given of such a meeting, although a meeting called under this paragraph may resolve that the meeting shall proceed despite no or inadequate notice having been given.
8. The quorum at any meeting of the Committee shall be three members.
9. The Clerk to the Council may, at the invitation of the Committee Chairman but not otherwise, attend a meeting of the Committee.

10. Minutes shall be taken of all meetings of the Committee and shall be approved at the next practicable meeting of the Committee. Draft minutes of all meetings of the Committee shall be made available to the Council as soon as practicable after each meeting of the Committee.

Functions of the Committee

11. The Committee shall act on behalf of the Council (as employer) in all matters relating to the employment of members of staff. When acting in this capacity the Committee shall be empowered to act of its own volition but shall report to and seek any necessary authority from the next occurring meeting of the Council.
12. Without prejudice to the generality of paragraph 11, the Committee shall, on behalf of the Council, carry out the following functions:
 - i. ensure that the Council complies with all legislative requirements relating to the employment of staff;
 - ii. at least once a year review all Council policies that relate to employment, identify any changes or additions that may be required and make recommendations to the Council;
 - iii. as and when required, recruit members of staff. For this purpose the Committee shall appoint from amongst its members a recruitment panel and recommend appointments to the Council. It is expected that a recruitment panel will normally comprise three members of the Committee in the case of the appointment of the Parish Clerk or Responsible Financial Officer and one member of the Committee plus the Clerk to the Council for all other posts;
 - iv. in accordance with the requirements of individual contracts of employment, but in any event at least once a year, review contracts of employment, salaries and terms of conditions of all members of staff and make recommendations to the Council;
 - v. in accordance with the requirements of individual contracts of employment, but in any event at least once a year, ensure that meetings are held with all members of staff with the aim of conducting an annual appraisal and, where appropriate, agreeing goals; and
 - vi. act in accordance with the powers and duties delegated to the Committee under the Council's Grievance and Disciplinary policies. When doing so the Committee Chairman shall, as he thinks appropriate, liaise with Councillors by e-mail to record actions taken by the Committee. When carrying out its functions under this sub paragraph the Committee may, if it thinks necessary, take legal or other advice, the cost of which will be subject to confirmation at the next occurring meeting of the Council.
13. The Committee shall, as and when required by the Council, carry out any functions delegated to the Committee under any other policy adopted by the Council or as the Council may from time to time determine.

Training

14. Members of the Committee are encouraged to attend such training as is appropriate for acting as a member of the Committee.

The protection of personal data.

15. Information concerning members of staff is likely to be personal data which shall be handled by the members of the Committee in accordance with the normal Data Protection principles. Members of the Committee who are made privy to personal data shall ensure that such data is kept safe and, as soon as it is no longer required for the purposes of the Committee's functions, is destroyed and/or deleted from any electronic storage system.