

BUTLERS MARSTON HR & PERSONNEL COMMITTEE TERMS OF REFERENCE

General –

- **To review all personnel procedures, be the first contact for all employee/employer matters, advise full council accordingly on such matters, and act on its instructions when called upon.**
- **To undertake specific tasks as delegated by full council under Standing Orders.**

The Committee, made up of three members of the Full Council, shall appoint its chairman annually as the first item of business at its first meeting following the Annual Meeting of the Council in May.

The Committee shall have no set calendar and shall be convened by the calling of a meeting by the clerk as directed, or by the chairman or two members of the committee by written request to the chairman at any time.

Once properly convened and the appropriate resolution passed, all business of the Committee shall be conducted in closed session and shall remain confidential, other than to other members of the council should they have legitimate need to have access to this information and who will also respect the confidential nature of such information, and the representative of employees where appropriate.

Notes of meetings will be taken by an appointed person and such notes shall be presented to full council in closed session, at the earliest opportunity, and formally approved at the next meeting of the Committee. *It is essential that any recommendations are fully understood and agreed before the meeting closes.*

Specific Roles:-

1. To review, and update where necessary, all documents relating to employees including Employment Contracts, and the Staff Handbook. This will be conducted in conjunction with the Clerk and recommend to the full council for a formal resolution to accept any changes.
2. To conduct and be responsible for all Grievance and Disciplinary action within the Council. The Chair and Vice Chair of the Committee will conduct informal investigatory meetings into any complaints or disciplinary matters that are raised concerning an Employee. They will report their findings to the whole Committee.

The Committee will appoint a panel of three members when it is formed. The purpose of this panel will be to conduct formal discipline and grievance hearings with any Employee of the Council, when needed. The Panel will also decide the outcome of the meeting and inform the Personnel Committee of their decision.

If an Employee believes that a member of this panel lacks impartiality to conduct their Hearing, the Committee will make all reasonable efforts to appoint an alternative member who is considered to be impartial, within the resources available to the Council.

3. To investigate any health and / or attendance issue concerning Employees of the Council.

Approved at a meeting held on 29th May 2025

The Committee has the ability to recommend and implement reasonable adjustments to accommodate an Employee's needs.

4. To ensure annual appraisals of staff are undertaken and to inform the full council that they have been conducted.

The Committee will appoint a panel of two members to conduct the Clerk's Appraisal. (The Clerk will conduct subordinate Appraisals). The outcome and associated action plan will be reported back to the Committee.

5. To manage all elements of recruitment to the post of Clerk.
The Committee will be responsible for advertising the vacancy, short listing applicants, conducting interviews, and deciding the outcome of the recruitment process.

6. To ensure the necessary policies and procedures are addressed in accordance with relevant legal requirements.

7. To undertake any other work authorised by Full Council