



## **Personnel Sub- Committee Terms of Reference**

### **Role**

The Personnel Sub-Committee is a sub-committee of the Finance and General Purposes Committee and is responsible for Boxley Parish Council's HR requirements.

### **Responsibilities**

The Personnel Sub-Committee shall:

1. Meet as and when required but at least once a year.
2. Maintain an overall view of HR requirements for Boxley Parish Council.
3. Oversee the appointment of office and caretaking staff to include:
  - 3.1 Job descriptions
  - 3.2 Advertising
  - 3.3 Hiring of a recruitment Agency.
  - 3.4 Interviews
  - 3.5 Job offers including starting salary within Local Authority banding.
4. Review Terms and Conditions of service for Office Staff annually.
5. Manage Clerk disciplinary and grievance issues and oversee other staff disciplinary and grievance issues.
6. Oversee all staff matters arising under legislation relating to contracts of employment and industrial relations.
7. Check staff time sheets and payroll.
8. Conduct clerk appraisals and monitor other staff appraisals.
9. Oversee all matters relating to Safeguarding.
10. Employ professional help/training when required.
11. Invite other Council Members/Staff to meetings if required.

### **Sub-Committee Budget**

The Sub-Committee has a budget of £5,000.

### **Membership**

The Sub-Committee shall consist of up to five councillors to include the Parish Council Chairman and up to four other Councillors. The sub-committee may appoint working parties to undertake any specific project work as necessary

### **Other**

The Parish Council has the right to identify issues that will be dealt with at a full meeting of the Parish Council.

The Parish Council may allocate to the sub-committee matters outside of the above remit with the agreement of the Chair and Vice Chair of the sub-committee.

These Terms of Reference to be reviewed annually in May.

**Adopted by Council April 2025**