

1. Terms of Reference common to all committees.

- 1.1. All meetings of Parish Council committees will be convened in accordance with the Parish Council's Standing Orders.
- 1.2. Committee agendas and minutes will be structured and formalised by the Clerk/Officer in discussions with the Committee Chair and meetings will be minuted by a delegated officer of the council.
- 1.3. The rules of a committee are supplementary to and do not override the Parish Councils Standing orders or financial regulations
- 1.4. Cllrs can be members of one or more committees and the Council's Chair and Vice Chair are ex-officio members with voting rights.
- 1.5. Committees may authorise expenditure or amend fees provided the decision is consistent with the responsibilities of the committee and within the budget set for that activity or within any additional budget for work authorised by full council during the financial year.
- 1.6. Minutes will be circulated to all council members and will be presented at full council for agreement. Agreement is given to acknowledge that the decisions have been reached within the powers delegated to that committee
- 1.7. In a normal year Councillors shall indicate their preferences for Committee Membership in advance of the Annual Parish Council Meeting, and the list of potential members will be circulated with the agenda of that meeting. Membership of all the committees will be as decided at the Annual Parish Council Meeting each year. The committee shall be subject to a quorum of half of its members or three whichever is the greater. If a committee or subcommittee is created outside of this period, membership will be authorised by full council. Any Cllr joining Council after this will be considered for a committee by Full Council.
- 1.8. A substitute member maybe nominated and appointed to a committee or subcommittee if an ordinary member cannot attend and the meeting maybe inquorate without that substitute.
- 1.9. The chairman and vice chair of the committee will be elected by the committee at its first meeting after the Annual Parish Council meeting or agreed at a subsequent full council meeting. Until a new chairman is elected, the chairman from the previous year retains that office.
- 1.10. Parish Councillors not on a committee may attend meetings but cannot vote, they assume the same standing as a member of the public. If they have points, they wish to include they are encouraged to email the Chair and Clerk directly 48 hours before the meeting
- 1.11. The press and public may be excluded from committee meetings if their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion shall be by a resolution which shall give reasons for that exclusion.
- 1.12. Committees may create advisory groups or working groups to deliver a specific objective. These groups will work within an agreed brief. These groups will be wound-up at the completion of their task.
- 1.13. Committees may create sub-committees. These may consist of councillors and non-councillors with equal voting rights. Advertising the time and place of the sub-committee will be at the discretion of the members but is not required as the public do not have an automatic right to attend. Sub-committees may make such decisions as have been delegated to them, but these decisions will be reported to the responsible committee.
- 1.14. The meeting calendar will be agreed annually.
- 1.15. Committee budgets will be derived through the agreed annual budget for the business as usual elements .
- 1.16. Delegated powers will be defined with a scheme of delegation to be confirmed at the Annual Parish Council meeting .

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2. Personnel Committee Terms of Reference

- 2.1. Purpose - This committee should oversee the organisation, employment, management and terms and conditions of employment of the Council's employees, their training and management of Cllrs. Recommendations should be made to Full Council
- 2.2. Members
 - 2.2.1. The minimum number of members is three Cllrs.
 - 2.2.2. The Parish Manager is a non-voting member.
 - 2.2.3. Quorum is three plus the Parish Manager.
- 2.3. Operations
 - 2.3.1. Meetings are held as and when required but at least twice a year.
 - 2.3.2. Agendas and minutes are required but, due to the personal nature of this group do not have to be published if deemed confidential.
 - 2.3.3. Other Committees or project groups may feed into this committee with suggestions, requests comments, concerns and representation.
 - 2.3.4. Grievance & disciplinary issues and appeals are dealt with by another committee
- 2.4. Functions - The main functions are defined below; some are solely related to staff, but others will be related to Cllrs
 - 2.4.1. To review the terms and conditions on which employees hold office
 - 2.4.2. Review and agree the Employee Handbook – consider HR advice if necessary. Review at least every other year or as the need arises. These will contain the HR policies and procedures and act as a contract with the employee.
 - 2.4.3. Monitor changes in employment legislation, seeking advice from NALC and SLCC to ensure policies and procedures are adequate, current, and communicated to all GLPC members and staff. The objective being to ensure that the Council operates an inclusive, dignified, and productive place to work, ensuring the personal development and contribution of all in the GLPC team (members, staff, contractors and third parties).
 - 2.4.4. Ensure Cllrs are aware of their Employment obligations and the implications of the code of conduct.
 - 2.4.5. Carry out Job Evaluations for employees every five years, or as and when there is a change to an agreed Job Description.
 - 2.4.6. Review and recommend the HR strategy to support the Council's Strategic Vision, which will include
 - staffing levels and structure
 - job descriptions
 - staff recruitment and selection
 - staff retention
 - expenses
 - training
 - allowances
 - pensions
 - 2.4.7. Review and agree the Training and Skills requirements for the whole council. Develop and communicate the training opportunities and associated costs.
 - 2.4.8. Support the Manager in terms of carrying out staffing processes and management training
 - 2.4.9. Provide one to- one- support, advice, and guidance when issues arise,

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- 2.4.10. Operation and review of the health and safety policy and handbook.
- 2.4.11. Provide the F&G committee with expenditure requirements in time for the annual budget review.
- 2.4.12. To approve the appointment, conditions of service and salaries and benefits of all staff
- 2.4.13. To approve and consider the health and safety recommendations as proposed by the resource subcommittee.
- 2.4.14. To consider the feedback from the Parish Managers appraisal and development plan. This will be managed by the Chair and one other appropriate Cllrs
- 2.4.15. Consider all Staff appraisals so areas of development can be engaged and worked through with the Parish Manager to ensure support is given in ensuring the best most legally compliant team is in place. High Standards.
- 2.4.16. Support shall be given If Staff or Team members need a development or self-improvement plan. This will be enacted upon only with Clerks approval and recommendations
- 2.4.17. Confidentiality: The meetings, findings, recommendations, and anything pertaining to this subcommittee will be confidential and NOT open to or for dissemination to the public.

3. Grievance and Disciplinary committee Terms of Reference

- 3.1. Purpose - As and when required to review the grievance and disciplinary issues of a staff member
- 3.2. Membership –
 - 3.2.1. Three Cllrs are required to form this committee and cannot be involved in the Appeals Committee.
 - 3.2.2. A non-voting advisory member maybe appointed if HR advice is required.
- 3.3. How it operates– as and when required
- 3.4. Functions
 - 3.4.1. Follow the grievance and disciplinary process as determined by the policy
 - 3.4.2. If a decision is made to the point of a potential dismissal, the Chair will require that this group be convened within 7 working days, wherever possible, subject also to the availability of the employee’s representative.
 - 3.4.3. Following the recognised agenda for such hearings, the Committee will hear the cases of both the Clerk of the Council (or Chair of the Council) and the employee.
 - 3.4.4. The Committee will decide “in camera” whether dismissal is justified and will communicate the decision to the parties concerned verbally after the close of the meeting if the parties so wish.

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4. Appeals Committee Terms of Reference

- 4.1. Purpose - as and when required to review the appeal raised by a staff member after the disciplinary or grievance procedure has been followed
- 4.2. Membership –
 - 4.2.1. Three Cllrs are required to form this committee and they cannot have been involved in the process to date. Three is the quorate number for this committee.
- 4.3. It is advisable that a non voting advisor such as a HR consultant is involved in this process
- 4.4. Function
 - 4.4.1. After the Grievance and Disciplinary Committee have convened and decided and if an employee wishes to appeal against the decision, the staff member must do so in writing to the Chair of the Council within 21 working days of receipt of a decision notice from the Grievance and Disciplinary sub-committee.
 - 4.4.2. On receipt of such notice of appeal, the Chair of the Council will instruct the Parish Manager to convene a meeting of the Appeals Committee within 10 working days. The Committee will hear the case according to their procedures and will communicate their decision in writing to the parties concerned.
 - 4.4.3. The decision of the Appeals Committee is final.