

GEDNEY PARISH COUNCIL

PERSONNEL PANEL TERMS OF REFERENCE

General:

- To review all personnel procedures; be a first contact for all employee/employer matters; advise full council accordingly on such matters and act on its instructions when called upon.
- The Panel cannot make decisions binding on the Council or incur expenditure without the prior approval of full Council.
- The Panel shall appoint its Chairman annually as the first item of business at its first meeting following the Annual meeting of Council in May.
- The Panel shall meet (i) at the request of the Chairman or, (ii) at the request of two members of the Panel or, (iii) at the Clerks request via the Chairman.
- All business of the Panel shall be conducted in closed session and shall remain confidential, other than to members of the full Council, who will also respect the confidential nature of such information.
- Notes of meetings will be taken by an appointed person and such notes shall be presented to full council in closed session where appropriate and approved at the next meeting of the Panel.

Specific Roles:

- To review and update annually where necessary, all documents relating to employees; in conjunction with the Clerk; and recommend any changes to full Council.
- To provide a supporting role to all employees including a liaison on all matters of difference and concern relating to employees.
- To ensure the necessary policies and procedures are addressed in accordance with relevant legal requirements, and the outcome of any discussions on employment matters are fully reported to full Council to consider appropriate action.

- To ensure annual appraisals of staff are undertaken and recommendations are reported to full Council.
- To ensure a system is in place to deal with day to day liaison matters with the Clerk and to be a point of contact for sickness reporting and approval of such things as annual holidays.
- To undertake any other work authorised by full Council.
- Chairman of the Panel has the power to authorise up to two hours of overtime weekly for the Clerk should she/he require it.

Appraisal Procedure

- Employee fills in appraisal form
- Form is then sent to Panel
- Panel meet, discuss and fill in their section of the form
- Copy of completed form is then sent back to the Employee
- Appraisal meeting & discussion of Employee and Panel
- Committee report to Full Council with opportunity for Employee to reply
- Form is signed by all parties
- Copy of completed form sent to employee and Council file

As adopted by Gedney Parish Council on 14/6/16