GRINDON & THORPE THEWLES PARISH COUNCIL

PERSONNEL COMMITTEE TERMS OF REFERENCE

The Personnel Group is a committee of the Parish Council, with responsibility for overseeing all aspects of employment of the Clerk/RFO, including:

- providing support
- organising the Annual Appraisal
- keeping their skills and knowledge up-to-date, and ensuring that the Parish Council provides an adequate budget for this
- ensuring that the Job Description and Person Specification are kept up-to-date and in accordance with all relevant legislation
- advising the full Parish Council of the current NJC Scale appropriate to the Clerk's role and responsibilities
- undertaking recruitment and selection whenever a vacancy occurs.

The Personnel Sub-Committee will have responsibility for monitoring all the relevant Parish Council policies, including Appraisal, Dignity at Work, Equality & Diversity, Health & Safety, and Safeguarding Policies,

When there is a Casual Vacancy on the parish Council, the Personnel Committee will have responsibility for interviewing candidates for Co-option (using the agreed procedure) and making recommendation to the full Parish Council on whom to co-opt.

The Personnel Committee will also have responsibility for investigating any complaints or grievances made against the Clerk or a Parish Councillor and making recommendations to the full Parish Council as a result of any such investigation.

The Personnel Committee is appointed annually at the Annual Meeting of the Parish Council. Membership will normally comprise 3 Councillors, one of whom should be the Vice-Chair who will Chair the Committee.

The Chair of the Parish Council is deemed to be the employer and will therefore be the person to whom an Appeal should be made if either the Clerk or a Parish Councillor disagrees with the findings of an investigation. Should a complaint be made against the Chair, then, if appropriate, the Personnel Committee may refer the complaint to the Borough Council.

Adopted: 20 July 2021
Last Updated: February 2026