

Terms of Reference

The Policies and Personnel Working Group

Approved September 2018

Updated July 2019

Reviewed May 2020

1. Authority

- 1.1. The Policies and Personnel Group is constituted as a Working Group to support Sherfield Parish Park Council (SPPC). Its terms of reference are set out as below, as approved by the full Council, subject to amendment at future Council meetings. It's authority is limited to decisions made by the full Council.
- 1.2. The Group is authorised by the full Council to request the attendance of individuals from within the Council, employees or councillors, if it considers this necessary to discharge its duties.

2. Overall Purpose/Function

- 2.1. The purpose of the Group is to support the SPPC with employment policies and processes, and wider policies the Council is required to adopt and regularly review. The Group will also support the Council when councillor vacancies arise, and in managing any issues with the conduct of employees and councillors.
- 2.2. The Group will make recommendations to the SPPC for consideration in these areas, and will act on the Council's behalf when authorised through resolutions agreed at Council meetings.

3. Duties & Responsibilities

- 3.1. Reviewing and preparing revisions of all SPPC Policies and Procedures for presentation and adoption by resolution of the full Council. This will include employment related policies and undertaking risk assessments.
- 3.2. Undertaking the recruitment of staff as decided by full Council, including drafting contract terms and conditions
- 3.3. Reviewing staff performance in accordance with the Council's Standing Orders, including appraisals, drafting objectives, and following the Council's policy for any performance issues
- 3.4. Recommending to the Council for resolution the rates of pay and hours of staff before budget preparation prior to the start of each financial year, and any in-year changes required
- 3.5. Recommending training of staff and Councillors, and advising the full Council of likely training costs as appropriate for resolution
- 3.6. Working with the Parish Clerk to managing the process of replacing councillors when vacancies arise
- 3.7. Following the complaints policy should any issues be raised about the performance or activities of Council employees or councillors, making recommendations to the Council as appropriate
- 3.8. Undertaking any other related activities on behalf of the Parish Council.

4. Membership/Attendance/Quorum

- 4.1. The core members of the Group shall be as follows:
 - Chair of the Council
 - Vice Chair of the Council

- At least one other councillor agreed by the Council.

4.2. The quorum shall be three councillors including either the Chair or the Vice Chair of the Council. The Chair of the Group will not be the Chair of the Council. Others may be invited to attend for specific topics as required.

5. Frequency and Administration of Meetings

5.1. The Group will meet as required, or at least twice a year (one of which will be held to inform budget-setting).

5.2. The Group will elect its own Chair at the start of the year, and a scribe who will prepare the agenda, circulate the papers and take action notes of the meetings. Agenda and papers will be circulated to the full council, to enable others to attend if they wish. Notes will be circulated within 48 hours of the meeting for approval by the Group, and then circulated to the full council.

5.3. The notes of the meeting shall be verbally reported to the next full Council meeting, with the action notes attached to the minutes for a permanent record. Any recommendations for decisions will be presented to the Council in writing in the usual way.

Approval Date: September 2019

This version approved:

Next review due Date: